

DEPARTMENT OF HEALTH AND HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES

Program Announcement No. CB-2002-01

Announcement of the Availability of Financial Assistance and Request for Applications to Support Adoption Opportunities Demonstration Projects, the Abandoned Infants Assistance Resource Center, Migrant and Tribal Community-Based Family Resource and Support Programs, and a Community-Based Family Resource and Support Resource Center.

Agency: Children's Bureau, Administration on Children, Youth and Families

Action: Announcement of availability of financial assistance and request for applications to support projects under the Adoption Opportunities Program, title II of the Child Abuse Prevention and Treatment and Adoption Reform Act of 1978, as amended, [42 USC 5111]; Children's Health Act of 2002, Section 330G Subpart I of part D of title III of the Public Health Service Act, as amended [42 USC 254c-7]; Section 101 of the Abandoned Infants Assistance Act, as amended [42 USC 670 note]; and Title II, Sec. 201 of the Child Abuse Prevention and Treatment Act, as amended [42 USC 5116 et seq].

Summary: The Children's Bureau (CB) within the Administration on Children, Youth and Families (ACYF), Administration for Children and Families (ACF) announces the availability of fiscal year (FY) 2002 funds for competing new Adoption Opportunities Program and Abandoned Infants Assistance. Funds from the Adoption Opportunities Program are designed to provide support for demonstration projects that facilitate the elimination of barriers to adoption and provide permanent loving homes for children who would benefit from adoption, particularly children with special needs. Funds from the Adoption Opportunities Program and the Children's Health Act of 2002 support the National Adoption Internet Photolisting Service Information Exchange and Special Needs Adoption Recruitment and Adoptive Family Support Project. Funds from section 101 of the Abandoned Infants Assistance Act, as amended [42 USC 670 note] support the National Resource Center for Programs Serving Abandoned Infants and Infants at Risk of Abandonment and Their Families. The Center provides State and local, private, non-profit agencies and organizations with access to information, methods, techniques and strategies for establishing an effective, coordinated range of comprehensive social and health care services to infants and young children and their families impacted by substance abuse and/or HIV infection. Funds from Title II, Sec. 201 of the Child Abuse Prevention and Treatment Act (CAPTA) support the Community-Based Family Resource and Support resource center and programs.

Closing Time and Date: The closing time and date for **RECEIPT** of applications is 4:30 p.m. (Eastern Time Zone) on May 30, 2002. Mailed or handcarried applications received after 4:30 p.m. on the closing date will be classified as late.

Deadline: Mailed applications shall be considered as meeting an announced deadline if they are received on or before the deadline time and date at the **Children's Bureau Grant Receipt**

Point, EduTech Ltd., 8455 Colesville Road, Suite 930, Silver Spring, Maryland 20910.

“Attention: Children’s Bureau” Applicants are responsible for mailing applications well in advance, when using all mail services, to ensure that the applications are received on or before the deadline time and date.

Applications handcarried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 8:00 a.m. and 4:30 p.m., at the **Children’s Bureau Grant Receipt Point, EduTech Ltd., 8455 Colesville Road, Suite 930, Silver Spring, Maryland 20910** between Monday and Friday (excluding Federal holidays).

This address must appear on the envelope/package containing the application with the note “Attention: Children’s Bureau”. Applicants are cautioned that express/overnight mail services do not always deliver as agreed.

ACF cannot accommodate transmission of applications by fax or through other electronic media. Therefore, applications transmitted to ACF electronically will not be accepted regardless of date or time of submission and time of receipt.

Late applications: Applications that do not meet the above criteria are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

Extension of deadlines: ACF may extend application deadlines when circumstances such as acts of God (e.g., floods or hurricanes) occur, or when there are widespread disruptions of mail service. Determinations to extend or waive deadline requirements rest with the Chief Grants Management Officer.

For Further Information Contact: Sally Flanzer, Children’s Bureau, 202-205-8914.

This announcement package is also available online at <http://www.acf.hhs.gov/programs/cb> under Policy and Funding Announcements, on the Children’s Bureau web site. The required Federal forms are available online at <http://www.acf.hhs.gov/programs/ofs/forms.htm>

Applicants should note that grants to be awarded under this program announcement are subject to the availability of funds.

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PART I. Background

A. General Information on the Administration on Children, Youth and Families and the Children's Bureau

The Administration on Children, Youth and Families (ACYF) administers national programs for children and youth; works with States and local communities to develop services which support and strengthen family life; seeks joint ventures with the private sector to enhance the lives of children and their families; and provides information and other assistance to parents. The concerns of ACYF extend to all children from birth through adolescence. Many of the programs administered by the agency focus on children from low-income families; abused and neglected children; children and youth in need of foster care, independent living, adoption or other child welfare services; preschool children; children with disabilities; runaway and homeless youth; and children from Native American and migrant families.

Within ACYF, the Children's Bureau plans, manages, coordinates, and supports child abuse and neglect prevention and child welfare services programs. It administers the Foster Care and Adoption Assistance Program, the Child Welfare Services State Grants Program, Child Welfare Services Training Programs, the Independent Living Program, the Adoption Opportunities

Program, the Abandoned Infants Assistance Program, programs supported by the Promoting Safe and Stable Families Act, the Court Improvement Program, programs funded under the Child Abuse Prevention and Treatment Act (CAPTA), including Basic State grants, the child abuse and neglect discretionary program, the Community-Based Family Resource and Support Program, and the Children's Justice Act Program.

The Children's Bureau programs are designed to promote the safety, permanency, and well-being of all children, including those in foster care, available for adoption, recently adopted, abused, neglected, dependent, disabled, or homeless children and to prevent neglect and abuse of children. The programs also encourage strengthening the family unit to help prevent the unnecessary separation of children from their families and reunifying families, where possible, when separation has occurred. The Children's Bureau supports standard and innovative programs and services that encourage marriage; promote family stability; support relationship building for parenting couples; reach out to and provide assistance to fathers; and emphasize the role of fathers in ensuring the well-being of their children.

The Children's Bureau provides leadership and conducts activities designed to assist and enhance national, State, and community efforts to prevent, assess, identify, and treat child abuse and neglect. These activities include research, demonstration programs, and grants to States for: developing comprehensive child-centered and family-focused child protective services systems; providing training and technical assistance to develop the necessary resources to implement successful comprehensive child and family protection strategies; providing for mutual support and parent self-help programs; gathering, processing, and housing high-quality data sets through a National Data Archive on Child Abuse and Neglect; and gathering, storing, and disseminating child maltreatment information through a National Clearinghouse on Child Abuse and Neglect Information and a National Adoption Information Clearinghouse. The Child Welfare Training program and the Abandoned Infants Assistance program are also managed in the Children's Bureau.

State child welfare systems are designed to protect children who have suffered maltreatment, who are at risk for maltreatment, or who are under the care and placement responsibility of the State because their families are unable to care for them. These systems also focus on securing permanent living arrangements through foster care and adoption for children who are unable to return home. The Children's Bureau is the agency within the Federal Government that is responsible for assisting State child welfare systems by promoting continuous improvement in the delivery of child welfare services. Knowledge development activities, such as these discretionary grants and training grants, contribute to that continuous improvement effort.

The Children's Bureau welcomes applications from public or private non-profit agencies and organizations with a demonstrated commitment to improving the range and quality of programs and services available to children, parents and families involved in the child welfare system. The Children's Bureau encourages applications presenting plans that involve and promote collaborative partnerships between local, regional, State or national groups. Applications that include partnerships of broad-based organizations and agencies with community-based and faith-based groups will be accepted. The Children's Bureau has a long-standing commitment to promoting service delivery on the local and community levels. Community-based and faith-

based organizations may submit applications alone or in partnership with other agencies or organizations.

B. Legislative Framework

This section provides an overview of legislation applicable to Children's Bureau programs. It addresses Titles IV-B and IV-E of the Social Security Act (SSA), the Adoption and Safe Families Act (ASFA) of 1997, the Indian Child Welfare Act (ICWA), Multi-Ethnic Placement Act (MEPA), and the Child Abuse Prevention and Treatment Act (CAPTA) and the Children's Health Act of 2002. It also briefly reviews other policies and rules pertaining to improving services to and outcomes for abused and neglected children, children in foster care, and children awaiting adoptive families.

Overview of Titles IV-B and IV-E of the Social Security Act

With the passage of Public Law 96-272, the Adoption Assistance and Child Welfare Act of 1980, the Federal government, through Titles IV-B and IV-E of the Social Security Act (SSA), emphasized the need for permanency for children in foster care and the importance of permanency planning and timely decision-making for these children. The 1994 Amendments to the SSA authorized the U.S. Department of Health and Human Services (HHS) to review State child and family service programs in order to ensure substantial conformity with the State plan requirements in Titles IV-B and IV-E of the Social Security Act. The child and family services review covers child protective services, foster care, adoption, family preservation and family support, and independent living. These reviews are designed to assist States in improving child welfare services and outcomes for recipient families and children by identifying strengths and weaknesses within State programs, as well as areas where technical assistance can lead to program improvements. For more information about the reviews see <http://www.childwelfarereview.com/>

Adoption and Safe Families Act

The passage of the landmark Adoption and Safe Families Act of 1997 (P. L. 105-89) further amended the SSA and established unequivocally that our national goals for children in the child welfare system are safety, permanency, and well-being. ASFA increased protections for children in foster care by requiring case plans that included goals, a description of the placement and its appropriateness, and requiring periodic administrative reviews and judicial permanency placement determinations. ASFA focuses on moving children who are languishing in the system into adoption or other permanent placements, and it seeks to change the experience of children entering the system to increase the timeliness of securing permanency for them. ASFA embodies the following five key principles:

- The safety of children is the paramount concern that must guide all child welfare services.
- Foster care is a temporary setting and not a place for children to grow up.
- Permanency planning efforts for children should begin as soon as a child enters foster care and should be expedited by the provision of services to families.

- The child welfare system must focus on results and accountability.
- Innovative approaches are needed to achieve the goals of safety, permanency, and well-being.

To implement these principles, the law requires that child safety be the paramount concern in making service provision, placement, and permanency planning decisions. It reaffirms the importance of making reasonable efforts to preserve and reunify families, but also specifies that States are not required to make efforts to keep children with their parents when doing so places a child's safety in jeopardy. To ensure that the system respects a child's developmental needs, the law includes provisions that shorten the time frame for making permanency planning decisions, authorizes the use of concurrent planning to expedite permanency, and establishes a time frame for initiating proceedings to terminate parental rights.

Indian Child Welfare Act

The Indian Child Welfare Act [25 USC 1901 et seq.], passed in 1978, governs the jurisdiction, placement, termination of parental rights, and adoption of Native American children. It provides key standards that must be met by States when working with Tribal children, including notice to Tribes of State custody; standards for placement of Indian children in foster homes and termination of parental rights; active efforts to provide rehabilitative services; transfer of jurisdiction to Tribal courts and preferred placement of Indian children with extended families and other Indian families; and the Tribal right to intervene in State custody proceedings.

Multi-Ethnic Placement Act

The Multi-Ethnic Placement Act of 1994, as amended, prohibits the delay or denial of any adoption or placement in foster care due to the race, color, or national origin of the child or the foster or adoptive parents and requires States to provide for diligent recruitment of potential foster and adoptive families that reflect the ethnic and racial diversity of children for whom homes are needed. Section 1808 of P.L. 104-188 affirms the prohibition against delaying or denying the placement of a child for adoption or foster care on the basis of race, color, or national origin of the foster or adoptive parents or the child involved [42 USC 1996b].

Child Abuse Prevention and Treatment Act

Since 1974, the Child Abuse Prevention and Treatment Act addresses child protective services [42 USC, Section 5101 et seq.]. The 1996 amendments to CAPTA [Public Law 104-235] have significant implications for children in foster care. As amended, CAPTA requires States to implement procedures to expedite terminations of parental rights in cases where an infant is determined to be abandoned under State law. Also, the statute makes clear that the reunification of a child with a parent is not required when the parent has been found by a court of competent jurisdiction to have committed murder or voluntary manslaughter, to have aided or abetted to commit murder or manslaughter, or to have committed a felonious assault that resulted in bodily injury to a child of that parent.

Title II of CAPTA is the legislative authority for the Community-Based Family Resource and Support program to assist States to develop and implement, or expand and enhance, a

comprehensive statewide system of community-based family resource and support services to prevent child abuse. The majority of funds from this program are distributed by formula to the states. A small amount is set-aside for funding to Tribes, Tribal Organizations and Migrant groups for the same purposes.

Children's Health Act

With the passage of Public Law 106-310, enacted October 17, 2000, Congress emphasized the need to address children's health services, pediatric research, developmental disabilities, birth defects prevention, prenatal and postnatal care, and other activities regarding children's health and well being. In Fiscal Year (FY) 2002, Congress appropriated funds for section 330G Subpart I of Part D of title III [42 USC 254c-7] to address the need for recruitment of adoptive homes for children with special needs. The Act provides for the planning, development and carrying out a national campaign to provide information to the public regarding the adoption of children with special needs. Information is to be provided in a variety of formats, including toll-free communication, public service announcements on television, radio and billboards. In addition, the statute provides for assistance to support groups for adoptive parents, adopted children and siblings of adopted children. The statute also provides for studies to identify the barriers to completion of the adoption process and those components that lead to favorable long-term outcomes for families that adopt children with special needs.

C. Statutory Authority Covering Discretionary Grant Programs in this Announcement with the Catalog of Federal Domestic Assistance (CFDA) Numbers

Adoption Opportunities: Title II of the Child Abuse Prevention and Treatment and Adoption Reform Act of 1978, as amended, [42 USC 5111] CFDA: 93.652

Children's Health Act of 2002: Section 330G Subpart I of part D of title III of the Public Health Service Act, as amended [42 USC 254c-7] CFDA: 93.254

Abandoned Infants: Section 101 of the Abandoned Infants Assistance Act, as amended [42 USC 670 note] CFDA: 93.551

Community-Based Family Resource and Support: Title II, Sec. 201 of the Child Abuse Prevention and Treatment Act, as amended [42 USC 5116 et seq.] CFDA: 93.590

D. Advisory Information

It is essential that you read the entire announcement package carefully before writing your application. Pay particular attention to Parts III and IV. To be eligible for funding, your application must be filled out completely and correctly, and include all of the required application forms and attachments. Your application must reflect a thorough understanding of the goals and objectives of the Children's Bureau priority-area initiatives, be well organized and fully documented.

Demonstration Projects. Priority areas A1, A2 and A3 are competitions for funds for "demonstration projects." The Children's Bureau is interested in projects that put into place and test new, unique or distinctive approaches for delivering services to the targeted population.

Demonstration projects may test whether a program or service that has proven successful in one location or setting can work in a different context. For example, a service delivery system that is effective in an urban setting may not be appropriate for clients in a rural area. Similarly, an approach that is successful for one category of clients (e.g., children within a particular age group that are available for adoption, etc.) may not work for others. Demonstration projects may also test an idea or method that reflects a new and different way of thinking about service delivery.

Demonstration projects may, for example, be designed to address the needs of a very specific group of clients, or focus on one service component available to all clients. The scope of these projects may be broad and comprehensive or narrow and targeted to specific populations.

Although the scope and focus of demonstration projects funded by the Children's Bureau in the past vary greatly, they all have certain characteristics in common. You are strongly advised to take these factors into consideration in designing your project and presenting your ideas in the narrative section of the application. Good applications that are selected for funding:

- 1) Address a topic or issue that is important to the child welfare field;
- 2) Demonstrate an understanding of the goals of the legislation that provides funding for these initiatives;
- 3) Reflect a thorough understanding of the needs of the target population, the types of services currently available, and the benefits to be derived by providing more or new services;
- 4) Suggest new services to the same population, or the same services to a new population. They often combine standard or traditional programs and services with new initiatives;
- 5) Explain in detail why the applicant believes that the proposed project will deliver appropriate services to the client and will be successful. These applicants cite evidence from theory, research, or field practice that support their justification for the project;
- 6) Show and describe in detail the logical linkages between the problem or conditions to be addressed, the programs and services to be delivered, and the expected benefits to be derived by the clients;
- 7) Present a plan that is appropriate to address the needs of the target population and is feasible given financial constraints, the capabilities of the organization and the staff;
- 8) Describe in detail how the project will operate overall and on a day-to-day basis, and identify who will be responsible for the overall operation of the project, designate specific staff for the various positions, and describe their qualifications for the positions;
- 9) Provide a detailed description of the qualifications of the applicant organization (including the history of the organization and staff qualifications) to undertake and successfully complete the proposed project;

- 10) Involve collaborative partnerships with other agencies or organizations with similar populations or conditions on the local, community, regional, State, or national levels;
- 11) Have a strong evaluation component built into the project design from the beginning. It is essential that projects funded by the Children's Bureau are designed to produce enough evaluative information to determine how and the extent to which the project is "working;" and
- 12) Describe how the proposed project will provide information and knowledge to the field about successful methods for addressing the programmatic and service needs of children, parents, and families involved in the child welfare system.

Applicants should be attentive to the following areas in the priority area descriptions that follow.

Eligibility. Eligibility varies depending on statutory provisions: therefore, it is critical that you review the "Eligible Applicants" section of each priority area carefully. Only agencies and organizations, not individuals, are eligible to apply. One agency must be identified as the applicant organization and will have legal responsibility for the grant. Additional agencies and organizations can be included as co-participants, subgrantees, subcontractors, or collaborators if they will be actively involved in the project. In general, for-profit organizations, and colleges and universities are eligible to participate as subgrantees or subcontractors with eligible non-profit organizations under all priority areas where non-profit organizations are the eligible applicants. Again, it is essential that applicants review the eligibility criteria for the specific priority area.

Faith-based organizations are eligible to apply for these grants. Collaborations of faith-based and community-based organizations or collaborations of smaller organizations with existing coalitions or new coalitions working together are acceptable. In collaborations, however, a lead agency must be identified as the primary applicant responsible for administering the grant.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code, or by providing a copy of the current valid IRS tax exemption certification, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is located.

BACKGROUND INFORMATION. The background section of the priority area description is divided into two parts –*Overview* and *Important Components*. The *Overview* briefly discusses the background, as well as the current state-of-the-art or current state-of-practice that supports the need for the particular priority area activity. Relevant information on projects previously funded by ACYF is noted, where applicable. This section usually includes information about specific aspects of the priority area that are of particular interest to the Children's Bureau. This section may also include information about the particular goals of the legislation. Reading this section carefully will help you focus your response. You must understand the goals of the legislation and the Children's Bureau's interest in this topic to write a responsive application. Applications that are considered to be "unresponsive" will not be funded.

The second part of the background section, in some priority areas, the *Important Components* section identifies critical issues that apply only to that particular priority area. These are project specific descriptions or ideas or information that must be addressed in your application. Responses to the *Important Components* section should be included in the project description. Applicants are cautioned that there is some overlap among the *Overview*, *Important Components*, and the *General Evaluation Criteria* presented in the priority areas. These important components guide you in designing your project and writing your application so that it is most responsive to the announcement. In priority areas A1, A2, and A3, the important components are presented as questions that applicants are expected to answer. These questions can guide you in organizing your application contents to ensure that you are providing a detailed, fully-developed, and comprehensive program description.

EVALUATION. Applicants for demonstration programs A.1, A.2, and A.3 are required to allocate 15 percent of their budget to evaluation activities. Other priority areas may vary. Check each priority area carefully. If you do not have the in-house capacity to conduct an objective, comprehensive evaluation of the project, then the Children’s Bureau advises that you propose contracting with a third-party evaluator specializing in social science or evaluation, or a university or college, to conduct the evaluation. A skilled evaluator can assist you in designing a data collection strategy that is appropriate for the evaluation of your proposed project. Applicants are required to measure the impact of the proposed services, as well as track your program’s implementation of the services.

Additional Information

The Children’s Bureau’s web site (<http://www.acf.hhs.gov/programs/cb>) provides a wide range of information and links to other relevant web sites. Before you begin your application, we suggest that you learn more about the mission and programs of the Children’s Bureau by exploring the website.

PART II. Priority Areas

A. Priority Area List

Each application must be written in response to only one of the following Priority Areas, which are described later in this Part:

2002A: Adoption

2002A.1 Developing Projects for Increasing Adoptive Placements for Minority Children

2002A.2 Developing Projects for Post-Legal Adoption Services

2002A.3 Developing Projects of Respite Care as a Service for Families Who Adopt Children with Special Needs

2002A.4 National Adoption Internet Photolisting Service – *AdoptUSKids*, the National Adoption Information Exchange System, and Special Needs Adoption Recruitment and Adoptive Family Support Project

2002A.5 Cross-Jurisdictional Placement

2002B: Abandoned Infants

2002B.1 National Resource Center for Programs Serving Abandoned Infants and Infants At Risk of Abandonment and Their Families

2002C: Community-Based Family Resource and Support Programs

2002C.1 National Resource Center for Community-Based Family Resource and Support Programs

2002C.2 Grants to Tribes, Tribal Organizations and Migrant Programs for Community-Based Family Resource and Support Programs

B. Available Funds

The Administration on Children, Youth and Families proposes to award approximately 19 new grants in fiscal year 2002 from the competition resulting from this announcement. The funding is approximately \$4,000,000 for Adoption Opportunities (Priority Area 2002A), approximately \$4,400,000 for 2002A.4, \$700,000 for Abandoned Infants Assistance (Priority Area 2002B), and \$1,078,350 for the Community Based Family Resource and Support activities.

The size of the actual awards will vary. The Federal government may elect to fund applications in FY 2003 out of the pool of applications submitted under this announcement, subject to the availability of resources in FY 2002 and the number of acceptable applications received.

C. Priority Area Description

2002A. Adoption

The major efforts mandated by the authorizing Adoption Opportunities program legislation, section 205 of the Child Abuse Prevention and Treatment and Adoption Reform Act of 1978, (P.L. 95-266), as amended, include:

- The development and implementation of a national adoption information exchange system;
- Increasing services in support of the placement in adoptive families of minority children who are in foster care and have the goal of adoption, with a special emphasis on the recruitment of minority families; and

- Increasing post-legal adoption services for families who have adopted children with special needs.

In these areas, research and demonstration grants are awarded through a competitive process to States, local government entities, federally recognized Indian Tribes and tribal organizations, faith-based and community-based organizations with experience in working with minority populations, colleges and universities, public or private non-profit licensed child welfare or adoption agencies, and adoption exchanges.

Funded projects have provided the field with the opportunity to develop collaboration strategies and models to increase the number of adoptions and to provide innovative services and tests of new service delivery models to strengthen families who have adopted children. Funded projects have assisted with child welfare services' reform by incorporating and strengthening non-adversarial approaches to achieving permanency for children in the child welfare system and have focused on assisting States to improve their ability to meet the needs of the rising numbers of children waiting for permanent families.

While profiles of children in foster care vary from State to State, children with "special needs" constitute the majority among those waiting for adoption. The definition of special needs varies by State; nevertheless, the term generally refers to "older" children or children with any one of the following characteristics: membership in a minority ethnic or racial group; developmental problems and behavioral disorders; physical disabilities; history of abuse or neglect; or need for sibling-group placement. One or more of these attributes may contribute to delay or prevent a child's timely placement in a permanent home, including an adoptive home.

Projects previously funded by the Children's Bureau have demonstrated that adoptions can be facilitated by designing and implementing plans for permanency early in the child's placement process, by better coordination between adoption agencies and communities, and by court procedures designed to achieve permanency through timely adoption. Availability of resources for adoptive placements, as well as the skills and experience of staff involved in recruitment and retention of adoptive families also were essential to recruitment of families that reflect the racial and ethnic diversity of children seeking permanent homes.

States and Tribes are encouraged to develop innovative initiatives that promote the elimination of administrative, court-related, and service barriers that hinder adoptions of children with special needs. These initiatives should secure and sustain permanency for children who are either legally available for adoption, or those who are not yet available, but for whom adoption is the goal.

In fiscal year 2002, the Children's Bureau will support grants in the following priority areas that continue to focus specifically on efforts to improve adoption-related activities and strategies to achieve permanency for children in foster care.

2002A.1: DEVELOPING PROJECTS FOR INCREASING ADOPTIVE PLACEMENT OF MINORITY CHILDREN

ELIGIBLE APPLICANTS: States, local government entities, federally recognized Indian Tribes and tribal organizations, public or private non-profit licensed child welfare or adoption agencies, licensed child care or respite care providers, and incorporated adoptive parent groups with experience working with adoptive populations may also apply. Faith-based organizations are eligible to apply for these grants. Groups of faith-based and smaller community-based organizations should consider collaborating with existing coalitions or to form new coalitions to work together in conducting projects; however, each coalition must identify a primary applicant responsible for administering the grant. Faith-based, community-based and primary applicants in consortia must be otherwise eligible to apply for these grants. Colleges, universities and for-profit agencies may be included in an application, as a subcontractor or affiliate, but must waive their profit in order to receive Federal funds even under subgrant or subcontract arrangements, with eligible non-profit agencies and organizations.

PURPOSE: The purpose of grants under this priority area is to demonstrate ways to increase the adoptive placement of minority children in foster care who have the goal of adoption, with special emphasis on recruiting and retaining minority families and on placing, in adoptive homes, minority children over the age of ten and/or part of a sibling group.

BACKGROUND

Overview. According to the Adoption and Foster Care Analysis and Reporting System (AFCARS), during the first six months of FY 2000 an estimated 800 children in the U.S. were separated from their parents or caretakers daily and placed in the public foster care system. AFCARS also estimated that the number of children with a permanency goal of adoption on March 31, 2000 was 134,000 including 46,000 who were legally free. Although some of these children are already living in families that will adopt them, adoptive families are still being sought for the other children. These are children for whom it is difficult to find an adoptive placement because they are not the young children families most often seek to adopt. It is estimated that more than two-thirds are more than six years old and/or members of a minority group.

There continues to be an insufficient pool of adoptive families, especially for older minority children and sibling groups for whom adoption has been deemed the preferred means of accomplishing permanence. The purpose of the Adoption Opportunities Program is to facilitate the elimination of barriers to adoption and to provide permanent homes for children with special needs who are older, disabled, of minority heritage, or in sibling groups who should be placed together. In addition, the Multiethnic Placement Act (MEPA) passed in 1994 was, in part, designed to facilitate the identification and recruitment of foster and adoptive parents who can meet the needs of the children waiting for an adoptive family. State agencies are required to engage in diligent recruitment efforts to develop a pool of families that reflect the racial, ethnic or national origin of the children in care, and/or who can meet the needs of these children.

To reiterate, the Children's Bureau is interested in applications that present an appropriate, feasible, innovative, and cost-effective plan for community outreach, education or media campaigns to inform the public about minority children eligible for adoption. In addition, the proposals are expected to present plans for recruiting and preparing families and single people to adopt these children. The proposed design may replicate methods that have been successful in the past and/or include innovative techniques. Applicants are strongly advised to present evidence from theory, research or practice that the individual components of the design and the overall design are likely to achieve the desired goals and objectives.

The Children's Bureau is interested in applications that present an appropriate, feasible, innovative, and cost-effective for recruiting and preparing families to adopt these children, and to serve as foster/adoptive families for those children with concurrent plans for adoption. The proposed design may replicate methods that have been successful in the past and/or include innovative techniques. Applicants are strongly advised to present evidence from theory, research or practice that the individual components of the design and the overall design are likely to achieve the desired goals and objectives.

Important Components in the Project Design. These Important Components will be reviewed and rated as part of the General Evaluation Criteria in Part III. The corresponding Criterion is indicated in parentheses. In developing a project design, it is essential that applicants include the following information in the project description section of their proposal. The extent to which the application presents a clear and comprehensive response to these design features will be used as the evaluation criteria described in Part III by the Children's Bureau in making funding decisions.

1. Goals and Objectives: What will the project accomplish? (OBJECTIVES AND NEED FOR ASSISTANCE)

Provide an overview of your proposed plan to increase the pool of adoptive individuals and families for minority children. Your description should answer the following questions: Why is this an important topic? What geographic area will your project serve? What is the need for your proposed services in this geographic area? What are the barriers to minority adoption in the proposed service area? What are the characteristics of minority children in the public child welfare system awaiting adoption in the proposed area? What are the characteristics of the pool of potential individual and families who may be interested in adoption of minority children? What are the components of the media campaign, if you are including one? Why are these strategies expected to be effective? What are the service needs of prospective parents? What information/services will be provided to recruit and retain prospective parents? Does the project include innovative features? How will the proposed project contribute to our understanding of the methods to improve the prospects of minority children in the foster care system?

Answers to these questions should provide an overview. More detailed answers to these and other questions are requested in the approach section that follows.

2. Approach: How will the project work? (APPROACH)

Services. Applicants are required to describe recruitment/retention components of the proposed project. The description should answer the following questions: What is the logical link between the conditions or problems to be addressed and the services to be provided? How are the proposed services linked to the expected outcomes and benefits for the prospective adoptive parents? How will your agency carry out the project? Who will provide the services? Do you need to recruit and train staff? How will you start up services? What methods will you use to track recruitment and retention and maintain the necessary records? Why do you believe that the proposed approach is appropriate and feasible? Are there factors that will facilitate the operations of the proposed project? What are the barriers to implementation? How will your agency deal with these barriers? If media activities are proposed, applicants are expected to present an in-depth description of the media campaign. This section of the application should answer the following questions: What media will be used (e.g., public service announcements on radio and television, newspapers, newsletters, brochures, special events, etc.)? Applicants are required to describe the rationale for choosing the approach and the target audience for each media component (e.g., public service announcement on a radio station with a primarily minority audience, etc.).

3. Approach: How will you evaluate your project? (APPROACH - EVALUATION)

Did the project meet its goals? Applicants are required to present a plan for evaluating the project to determine the extent to which it succeeded in achieving its goals and objectives. How will you determine whether the media campaign is succeeding? How many prospective parents will be recruited? How many will be retained? How will you determine whether certain features of the service component are more effective than others? How will you ensure the quality of your services and get feedback from those whom you serve? How many children will be placed? To what extent has concurrent planning contributed to achieving permanent placements for these children?

The evaluation should include a *process* component that describes the activities of the project, how the project operates, how well the design was followed, and the extent to which it produced the expected results. It should also contain an *outcome* component with output and outcome measures. Output measures are tools, or indicators to count the services and goods produced by the project. These may include the number of people participating in a program or receiving a service, the number of services delivered, the number of responses to an outreach program, etc. Outcome measures are indicators of the actual impact or effect a program's activities have on the problem or situation. For example, what benefits did prospective parents derive from these services? How did the services help them? How do you know this?

Note: Agencies without the in-house capacity to conduct an objective, comprehensive evaluation of the demonstration project are advised to propose contracting with a third-party evaluator specializing in social science or evaluation, or a university or college to conduct the evaluation.

4. Organizational Profile (ORGANIZATIONAL PROFILES)

Letters of commitment. Applicants are strongly advised to provide written letters of commitment from consultants and collaborating or cooperating agencies, if any. These letters should describe in detail the tasks to be performed or services to be provided by these agencies or consultants.

Cultural competence. Describe how all relevant staff would be trained and evaluated on their cultural competence to provide effective services to minority children and families adopting them.

PROJECT DURATION: This announcement is inviting applications for project periods up to three years. Awards, on a competitive basis, will be for a one-year budget period, although project periods may be for three years. Applications for continuation grants funded under these awards beyond the one-year budget period but within the three year project period will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

FEDERAL SHARE OF PROJECT COST: Grant amounts will vary and may range from \$50,000 to \$300,000 per budget period for each of three years. The dollar amount requested must be fully justified and documented.

MATCHING REQUIREMENTS: Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$900,000 of Federal funds (based on an award of \$300,000 per budget period) must provide a match of at least \$99,999 (10 percent of the total project cost). Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in disallowance of Federal match.

ANTICIPATED NUMBER OF PROJECTS TO BE FUNDED: It is anticipated that four projects will be funded.

LENGTH OF APPLICATION: The length of the application is limited to 75 pages, including all forms and attachments. Any pages over that number will be removed and will not be reviewed.

CFDA NUMBER: 93.652

2002A.2 DEVELOPING PROJECTS FOR POST-LEGAL ADOPTION SERVICES

ELIGIBLE APPLICANTS: States, local government entities, federally recognized Indian Tribes and tribal organizations, public or private non-profit licensed child welfare or adoption agencies, licensed child care or respite care providers, and incorporated adoptive parent groups with experience working with adoptive populations may also apply. Faith-based organizations are eligible to apply for these grants. Groups of faith-based and smaller community-based organizations should consider collaborating with existing coalitions or to form new coalitions to work together in conducting projects; however, each coalition must identify a primary applicant responsible for administering the grant. Faith-based, community-based and primary applicants in consortia must be otherwise eligible to apply for these grants. Colleges, universities and for-

profit agencies may be included in an application as subcontractors or affiliates, but must waive their profit in order to receive Federal funds even under subgrant or subcontract arrangements, with eligible non-profit agencies and organizations.

PURPOSE: The purpose of grants under this priority area is to design or replicate post-legal adoption demonstration projects that will provide services to strengthen and preserve families who have adopted children from public child welfare systems. The services provided must add to, not take the place of services supported by any other funds available to the applicant for the same general services.

The Children's Bureau is interested in applications that include strategies for identifying the needs of adoptive families and then develop a feasible and appropriate plan for providing a wide range of services to meet these needs. The proposed design may include education and support for families and children, services to prevent adoption disruption, and crisis intervention. Services provided by the proposed project may include individual, group and/or family counseling; case management; and, assistance to adoptive parents, adopted children and siblings of adopted children. The Children's Bureau is interested in the development of assessment tools and strategies to assist prospective and adoptive parents in evaluating the impact of the adoption of a child into a childless family, a family with children, and a family with one or more adopted or other children. Service designs may also include training of mental health professionals and staff of public agencies or private non-profit child welfare and adoption agencies licensed by the State to provide adoption services

Applicants are encouraged to develop a program design that incorporates evaluation, collaboration, communication and information exchange with public and private adoption agencies and organizations, as well as faith-based and community-based organizations, and adoptive families.

BACKGROUND INFORMATION:

Overview. In the past decade, professionals in the adoption field have realized that agency services to adoptive families should not end with the legalization of the adoption. These children and families still face many challenges in achieving adoption stability. The Adoption Opportunities program, as amended by Public Law 100-294, authorizes funds for post-legal adoption services to families who adopt children from the public foster care system.

Research and practice experience over the past two decades have shown that children once thought unadoptable can be placed in permanent homes, but not all children placed remain with their adoptive parents. Studies on adoption disruption indicate that children may have difficulty adjusting to their adoptive families due to the loss and trauma they experienced prior to placement; and psychological, emotional and behavioral problems may emerge over time as these children mature. Adoptive families also confront many challenges in addressing the needs of these children; therefore, these children and families have an on-going, long-term need for services. In addition, there is a need for specialized services for children whose adoption is disrupted.

Recent work funded by the Children's Bureau suggests that states have developed post-legal adoption service and support programs based on "field wisdom" and their own needs assessments. Families identified respite care and information about subsidies and available services as critical unmet needs. Core services (information and referral, supportive counseling, support groups, training for professionals and parents) are widely offered. However, both the cost and difficulty of finding adoption-competent providers limits the provision of respite care and therapeutic counseling and restrains agency outreach efforts to families who may be likely to need respite care or therapeutic services for children with special needs. An assumption underlying the provision of these services is the belief that providing support will contribute to decreasing displacement and disruptions. Beyond basic tracking of services delivered, evaluations of client characteristics, and satisfaction with services and post-legal adoption service outcomes are essential. Evaluations, in the past, have been limited by inadequate methods, concerns about burden on staff and families, and lack of demand for good evaluations from program funders.

*Important Components in the Project Design. These **Important Components** will be reviewed and rated as part of the General Evaluation Criteria in Part III. The corresponding Criterion is indicated in parentheses.* In presenting a project design, it is essential that applicants include the following information in the project description section of their proposal. The extent to which the application presents a clear and comprehensive response to these design features will be used as the evaluation criteria described in Part III by the Children's Bureau in making funding decisions.

1. Goals and Objectives: What will the project accomplish? (OBJECTIVES AND NEED FOR ASSISTANCE)

Provide an overview of your proposed plan to provide post-legal services to adoptive families. Your description should answer the following questions: Why is this an important topic? What geographic area will your project serve? What is the need for your proposed services in this geographic area? What post-legal services are available in the proposed service area? What are the characteristics and service needs of the adopted children and families to be served? How many families will be served? What services will the project provide? How will these services help the families? Does the project include innovative features? How will the operations and results of your project add to knowledge of ways to better support families adopting children with special needs?

Answers to these questions should provide an overview. More detailed answers to these and other questions are requested in the approach section that follows.

2. Approach: How will the project work? (APPROACH)

Applicants are expected to describe in detail the services to be provided by the proposed project. They should describe the logical connections between the problems, conditions or issues to be addressed and the proposed program services. They must also explain in detail how the project would operate.

The description should answer the following questions: What is the logical link between the needs for post-legal services and the services to be provided? How are the proposed services linked to the expected outcomes and benefits for the clients? How will your agency carry out the project? Who will provide the services? Do you need to recruit and train staff? How will you start up services? How will you identify families to be served? What methods will you use to maintain the necessary records? Why do you believe that the proposed approach is appropriate and feasible? Are there factors that will facilitate the operations of the proposed project? What are the barriers to implementation? How will your agency or organization deal with these barriers?

3. Approach: How will you evaluate your project? (APPROACH – EVALUATION)

Did the project meet its goals? Applicants are required to present a plan for evaluating the project to determine the extent to which it succeeded in achieving its goals and objectives. The evaluation should include a *process* component that describes the activities of the project, how the project operates, how well the design was followed, and the extent to which it produced the expected results. It should also contain an *outcome* component with output and outcome measures. Output measures are tools, or indicators to count the services and goods produced by the project. These may include the number of people participating in a program or receiving a service, the number of services delivered, the number of responses to an outreach program, etc. Outcome measures are indicators of the actual impact or effect a program's activities have on the problem or situation. For example, what benefits did families derive from these services? How did the services help them? How do you know this? What were the strengths and weaknesses of the program? How could the program be improved? What lessons were learned which could help other agencies and organizations that are addressing the needs of a similar client population?

Note: Applicants that do not have the in-house capacity to conduct an objective, comprehensive evaluation of the demonstration project are advised to propose contracting with a third-party evaluator specializing in social science or evaluation, or a university or college, to conduct the evaluation.

4. Organizational Profile (ORGANIZATIONAL PROFILES)

Applicants are strongly advised to provide written letters of commitment from consultants and collaborating or cooperating agencies, if any. These letters should describe in detail the tasks to be performed or services to be provided by these agencies or consultants.

PROJECT DURATION: This announcement is inviting applications for project periods up to three years. Awards, on a competitive basis, will be for a one-year budget period, although project periods may be for three years. Applications for continuation grants funded under these awards beyond the one-year budget period but within the three year project period will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

FEDERAL SHARE OF PROJECT COST: Grant amounts will vary and may range from \$50,000 to \$300,000 per budget period for each of the three years. The dollar amount requested must be justified as appropriate to the activities proposed.

MATCHING REQUIREMENTS: Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$900,000 of Federal funds (based on an award of \$300,000 per budget period) must provide a match of at least \$99,999 (10 percent of the total project cost). Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in disallowance of Federal match.

ANTICIPATED NUMBER OF PROJECTS TO BE FUNDED: It is anticipated that four projects will be funded.

LENGTH OF APPLICATION: The length of the application is limited to 75 pages, including all forms and attachments. Any pages over that number will be removed and will not be reviewed.

CFDA NUMBER: 93.652

2002A.3: DEVELOPING PROJECTS OF RESPITE CARE AS A SERVICE FOR FAMILIES WHO ADOPT CHILDREN WITH SPECIAL NEEDS

ELIGIBLE APPLICANTS: States, local government entities, federally recognized Indian Tribes and tribal organizations, University Affiliated Programs (UAPs), public or private non-profit licensed child welfare or adoption agencies, licensed child care or respite care providers, and incorporated adoptive parent groups with experience working with adoptive populations may also apply. Faith-based organizations are eligible to apply for these grants. Groups of faith-based and smaller community-based organizations should consider collaborating with existing coalitions or to form new coalitions to work together in conducting projects; however, each coalition must identify a primary applicant responsible for administering the grant. Faith-based, community-based and primary applicants in consortia must be otherwise eligible to apply for these grants. Colleges, universities and for-profit agencies may be included in an application as subcontractors or affiliates, but must waive their profit in order to receive Federal funds even under subgrant or subcontract arrangements, with eligible non-profit agencies and organizations.

PURPOSE: The purpose of grants under this priority area is to develop or replicate a variety of affordable respite care projects for delivering services to adoptive parents of children with special needs, especially for adoptive parents of medically fragile or severely physically or emotionally disabled children. Applicants are expected to present an appropriate and feasible plan for measuring the effectiveness of the respite care services.

BACKGROUND INFORMATION:

Overview. The Children's Bureau recognizes the need for respite services for adoptive families in order to maintain and support the family unit. Respite may be needed early in the adoptive placement or later in the child's development. Research indicates that the majority of care is requested to relieve the primary caregiver for vacations, emergencies or planned circumstances.

There are few specialized respite care programs for adoptive families that provide temporary relief from parental responsibilities, despite the increasing availability of post-legal adoption services. Respite care programs can be especially helpful to families who adopt children with special needs, by providing support during emergencies or respite from the daily demands of a special needs child. Generally, such respite care is provided by skilled caregivers or companions; however, with proper preparation, it can also be provided by friends and relatives.

In some respite care programs, training and reimbursement are offered to whomever the family designates as provider, a mutually satisfying arrangement that allows the family to control the quality of care. Also, this approach may offer families living in rural areas the flexibility of locating their own providers since distance frequently limits respite resources.

The Children's Bureau funded respite care grant projects in 1991, 1994, and 1995 as part of the Adoption Opportunities discretionary grants program. From their final reports it seems that the challenging issues were recruitment and training. The barriers to parents making use of services were identified as accessibility while the barriers for agencies supplying this service were identified as concerns about liability. Agencies were more successful in their outreach to parents to make use of respite care when they worked with an adoption agency, when their services were flexible, and when the services were affordable. A synthesis report describing eight respite care projects will be available by April 2002. This report will cover basic information on program models and approaches used by the grantees; lessons learned from the projects including barriers and challenges, promising solutions or achievements; and areas of concern or future needs that the grantees identified at the conclusion of their projects. The synthesis report can be obtained from the National Adoption Information Clearinghouse, 330 C Street S.W., Washington, DC 20447; by telephone (888) 251-0075; or e-mail naic@calib.com.

The Children's Bureau is interested in applications that present appropriate, feasible, innovative and cost-effective plans for providing respite care services. Proposed service plans may include standard and or/innovative approaches to addressing the needs of this population. Applicants are encouraged to propose plans for collaborating with community recreational services, faith-based organizations, day care centers, colleges and universities, adoptive parent groups and other agencies and organizations. The Children's Bureau emphasizes that applicants are expected to present an appropriate and feasible plan for measuring project success. Success may be defined as improvements in family stability, decreases in the stresses on these families, or other measures identified by the applicant.

Important Components in the Project Design. **These Important Components will be reviewed and rated as part of the General Evaluation Criteria in Part III. The corresponding Criterion is indicated in parentheses.** In presenting a project design, it is essential that applicants include the following information in the project description section of their proposal. The extent to which the application presents a clear and comprehensive response to these design

features will be used as the evaluation criteria described in Section III by the Children's Bureau in making funding decisions.

1. Goals and Objectives: What will the project accomplish? (OBJECTIVES AND NEED FOR ASSISTANCE)

Provide an overview of your proposed plan to provide respite care services to adoptive families. Your description should answer the following questions: Why is this an important topic? What geographic area will your project serve? What is the need for your proposed services in this geographic area? What respite care services are available in the proposed service area? What are the characteristics and service needs of individuals or families that have adopted children with special needs and may require respite services? How many individuals/families will be served? What preparation, referral, follow-up, and counseling would be provided to respite service users? How will these services help recipients? Does the project include innovative features? How will the operations and results of your project add to knowledge of ways to better methods for providing respite care for individuals and families adopting children with special needs?

Answers to these questions should provide an overview. More detailed answers to these and other questions are requested in the approach section that follows.

2. Approach: How will the project work? (APPROACH)

Applicants are expected to describe in detail the respite care services to be provided by the proposed project. They should describe the logical connections between the problems, conditions or issues to be addressed and the proposed program services. They must also explain in detail how the project will operate.

The description should answer the following questions: What is the logical link between the needs of adoptive parents and the services to be provided? How are the proposed services linked to the expected outcomes and benefits for the clients? How will your agency carry out the project? Who will provide the services? Do you need to recruit and train staff? How will you start up services? How will you identify families to be served? What methods will you use to maintain the necessary records? Why do you believe that the proposed approach is appropriate and feasible? Are there factors that will facilitate the operations of the proposed project? What are the barriers to implementation? How will your agency deal with these barriers?

3. Approach: How will you evaluate your project? (APPROACH - EVALUATION)

Did the project meet its goals? Evaluation is a very important component of projects in this priority area. Applicants are required to present a plan for evaluating the project to determine the extent to which it succeeded in achieving its goals and objectives. The evaluation should include a *process* component that describes the activities of the project, how the project operates, how well the design was followed, and the extent to which it produced the expected results. It should also contain an *outcome* component with output and outcome measures. Output measures are tools, or indicators to count the services and goods produced by the project. These may include the number of people participating in a program or receiving a service, the number of services delivered, the number of responses to an outreach program, etc. Outcome measures are

indicators of the actual impact or effect a program's activities have on the problem or situation. For example, what benefits did clients derive from these services? How did the services help them? How do you know this? Were families more stable? Did they learn more useful communication or decision-making skills? For example, what benefits did families derive from these services? How did the services help them? What were the strengths and weaknesses of the program? How could the program be improved? What lessons were learned which could help other agencies and organizations addressing the needs of a similar client population?

Note: Agencies that do not have the in-house capacity to conduct an objective, comprehensive evaluation of the demonstration project are advised to propose contracting with a third-party evaluator specializing in social science or evaluation, or a university or college to conduct the evaluation.

4. Organizational Profile (ORGANIZATIONAL PROFILES)

Applicants are strongly advised to provide written letters of commitment from consultants and collaborating or cooperating agencies, if any. These letters should describe in detail the tasks to be performed or services to be provided by these agencies or consultants.

PROJECT DURATION: This announcement is inviting applications for project periods up to three years. Awards, on a competitive basis, will be for a one-year budget period, although project periods may be for three years. Applications for continuation grants funded under these awards beyond the one-year budget period but within the three year project period will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

FEDERAL SHARE OF PROJECT COSTS: Grant amounts will vary and may range from \$50,000 to \$300,000 per budget-year for each of the three years.

MATCHING OR COST SHARING REQUIREMENT: Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$900,000 of Federal funds (based on an award of \$300,000 per budget period) must provide a match of at least \$99,999 (10 percent of the total project cost). Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in disallowance of Federal match.

ANTICIPATED NUMBER OF PROJECTS TO BE FUNDED: It is anticipated that four projects will be funded.

LENGTH OF APPLICATION: The length of the application is limited to 75 pages, including all forms and attachments. Any pages over that number will be removed and will not be reviewed.

CFDA NUMBER: 93.652

**2002A.4 NATIONAL ADOPTION INTERNET PHOTOLISTING SERVICE -
AdoptUSKids, THE NATIONAL ADOPTION INFORMATION EXCHANGE SYSTEM,
AND SPECIAL NEEDS ADOPTION RECRUITMENT AND ADOPTIVE FAMILY
SUPPORT PROJECT**

ELIGIBLE APPLICANTS: Any national, State, or local government entity, public or private non-profit agency, organization or university with demonstrated experience in adoption and the ability to maintain a National Adoption Internet Photolisting Service-*AdoptUSKids*, the National Adoption Information Exchange System, and mount a special needs adoption recruitment and adoptive family support activity. Faith-based organizations are eligible to apply for this grant but also must be otherwise eligible. The Children's Bureau will accept applications that represent partnerships with private non-profit agencies, organizations, universities, and foundations with experience in adoption and child welfare issues and subcontracts with firms specializing in these tasks. Applications representing multiple entities must identify a primary applicant responsible for administering the grant.

PURPOSE: The purpose of this cooperative agreement is to provide funding to operate and maintain a National Adoption Information Exchange System and the National Adoption Internet Photolisting Web site, *AdoptUSKids*, to facilitate the elimination of barriers to adoption and to provide permanent homes for children who would benefit from adoption, particularly children with special needs, including infants with life-threatening conditions. These mechanisms are designed to link eligible children with qualified prospective adoptive parents and to promote national recruitment efforts to reach prospective parents for children awaiting adoption. In addition, funding will be provided to plan, develop, and carry out a national campaign to provide information to the public regarding the adoption of children with special needs; and to provide training and technical assistance to State and Tribal child welfare and adoption agencies in the development and implementation of comprehensive recruitment plans to develop an adequate pool of adoptive families that represent the ethnic and racial diversity of children in the State for whom adoptive families are needed. The project will include the recruitment of foster families since 64% of the children adopted from the foster care system in FY 1999 were adopted by foster parents. The project will include the provision of assistance to support groups for adoptive parents, adopted children and siblings of adopted children; and to carry out studies to identify the barriers to completion of the adoption process and those components that lead to favorable long-term outcomes for families that adopt children with special needs.

NOTE: A cooperative agreement is a specific method of awarding federal assistance in which substantial federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of the Children's Bureau and the grantee prior to the award. The Children's Bureau anticipates that agency involvement will produce programmatic benefits to the recipient otherwise unavailable to them for carrying out the project. The involvement and collaboration includes Children's Bureau review and approval of planning stages of the activities before implementation phases may begin; Children's Bureau involvement in the establishment of policies and procedures that maximize open competition, and rigorous and impartial review and funding of subgrant or subgrant activities, if applicable; and Children's Bureau and recipient joint collaboration in the performance of key programmatic activities (i.e., strategic planning,

implementation, information technology enhancements, training and technical assistance, publications or products, and evaluation). Close monitoring by the Children's Bureau of the requirements stated in this announcement may limit the grantee's discretion with respect to scope of services offered, organizational structure and management processes in order to ensure compliance with the intent of this funding. This monitoring may exceed those federal stewardship responsibilities customary for grant activities.

BACKGROUND INFORMATION

Overview. With the passage of the Adoption and Safe Families Act (ASFA), as well as the Adoption 2002 initiative, States are no longer permitted to use jurisdictional barriers as a reason to delay or deny a permanent home to a child. ASFA calls upon States to use regional and national information exchange systems (particularly electronic exchange systems), and to report on this utilization in their State plan for child welfare services. A national adoption information exchange plays a key role in helping States meet this mandate.

An adoption exchange is a service that helps agencies match waiting children with prospective adoptive parents by maintaining two lists: (1) children, often older children, children of color, and children with special needs who are available and waiting for adoption; and (2) adoptive parents who have been approved as potential placements for these children.

A State exchange lists children and families from a single State, while a regional exchange lists children and families from several surrounding States. A national exchange lists children and families from all over the United States and is expected to work with and assist both regional and State exchanges. Exchanges often employ Internet technologies, in addition to the standard book-format of photolistings, to provide information.

The National Adoption Internet Photolisting Service, *AdoptUSKids*, was developed and has been maintained through a cooperative agreement. Only recently has the National Adoption Information Exchange activity been part of that cooperative agreement. The Children's Health Act of 2000 provides for the development and implementation of a national adoption recruitment campaign, assistance to support groups for adoptive families, adopted children and their siblings and to carry out studies to identify the barriers to completion of the adoption process and those components that lead to favorable long-term outcomes for families that adopt children with special needs.

With Fiscal Year 2002 funding, the National Adoption Information Exchange, the Internet Photolisting Service (*AdoptUSKids*), and the Special Needs Adoption Recruitment and Adoptive Family Support Project will be formally combined into a single coordinated activity to assist States in recruitment of foster and adoptive families, both within the State and interjurisdictionally, and in the development and implementation of comprehensive State recruitment plans to develop an adequate pool of foster and adoptive families that represent the ethnic and racial diversity of children in the State for whom homes are needed.

Through a cooperative agreement, the grantee will maintain the National Internet Adoption Photolisting Service, including the continued development of related software; enhance and maintain a national database of waiting children and adoptive families; raise public awareness

and recruit families for waiting children; provide information and referral services to prospective foster and adoptive parents and approved families; and provide training and technical assistance to States and Tribes and adoption exchanges. The grantee will be required to collaborate with the current grantee, who has the same requirement for cooperation, in the timely transfer of any software and photolisting system materials developed under the previous cooperative agreement.

*Important Components of the Project Design. These **Important Components** will be reviewed and rated as part of the General Evaluation Criteria in Part III. The corresponding Criterion is indicated in parentheses.* In presenting a project design, it is essential that applicants include the following information in the project description section of their proposal. The extent to which the applicant presents a clear and comprehensive response to these design features will be used by the Children's Bureau as the evaluation criteria described in Part III in making funding decisions.

1. Goals and Objectives (OBJECTIVES AND NEED FOR ASSISTANCE)

Identify Issues. Applicants are expected to demonstrate knowledge of adoption and the current challenges faced by the field, including effective practice models for adoptive and foster family recruitment and barriers associated with delay in cross-jurisdictional and interjurisdictional placements. This section should also describe how the special needs adoption recruitment campaign and adoptive family support project and national exchange would address these challenges and barriers.

Use of Technology. Applicants are expected to demonstrate knowledge of current technologies that can be used to access information on waiting children and prospective adoptive parents. In this section, applicants should demonstrate an understanding of (1) the use and impact of Internet versus non-Internet paper-based systems, (2) statewide automated child welfare information systems (SACWIS), and (3) the Adoption and Foster Care Analysis and Reporting System (AFCARS).

2. Approach: Training and Technical Assistance (APPROACH)

Applicants are required to describe a plan for providing training and technical assistance to States, Tribes and regions in the following areas:

- (a) development of State and regional recruitment strategies that address the following criteria: description of the characteristics of waiting children, utilizing information and analysis of AFCARS data and other data available to the State or Tribe; specific strategies to reach all parts of the community; diverse methods of disseminating both general and child specific information; strategies for assuring that all prospective parents have access to the home study process, including location and hours of services that facilitate access by all members of the community; strategies for training staff to work with diverse cultural, racial, and economic communities; strategies for dealing with linguistic barriers, non-discriminatory fee structures; procedures for timely search for prospective parents for waiting children, including the recruitment and development of homes that can provide placement for foster care as a part of concurrent planning for the child.

- (b) use of and collaboration between the National Adoption Internet Photolisting service (*AdoptUSKids*) and the National Adoption Information Exchange System;
- (c) interjurisdictional placement of children through facilitating linkages and partnerships with existing and emerging regional exchanges;
- (d) methods for developing and maintaining State and regional information exchange systems using the latest technology; and
- (e) the provision of a minimum of ten days of onsite training and technical assistance per State per year, at no cost to the State and in coordination with the appropriate Regional Office in coordination with Regional Offices. Where more intensive technical assistance (more than 10 days) is necessary, the applicant must coordinate with the ACF Regional Office, the Children's Bureau and the Training and Technical Assistance Resource Coordination Contractor funded by the Children's Bureau.

3. Approach: Advisory Board (APPROACH)

Applicants are required to present a plan for developing an advisory board of national and State professionals in the field of child welfare and adoption to provide programmatic and technical oversight on the operations of the National Adoption Information Exchange System, the National Adoption Internet Photolisting service, and to provide input in the planning and development of a national adoption recruitment campaign.

4. Approach: National Recruitment Campaign (APPROACH)

Applicants are required to present a plan for an annual national campaign to recruit adoptive parents. They are expected to describe strategies for using a range of media to conduct a national recruitment campaign that encompasses public service announcements on television, radio, and billboards and that provides information through means that will reach individuals who are most likely to adopt children with special needs. The plan should include National Adoption Month Activities. The plan for the recruitment campaign should include methods for partnering with State and local agencies and Tribes in planning, implementing and follow-up to recruitment activities.

5. Approach: Resources and Communication (APPROACH)

The plan should include strategies for providing toll-free communications that make information available regarding the adoption of children with special needs, including lists of national, State and regional organizations that provide services regarding such adoptions, information on subsidies and supports, including support groups and other post adoption services available to individuals adopting children with special needs.

6. Approach: Support Groups (APPROACH)

The plan should include strategies for creating and maintaining a network of adoptive support groups for adoptive parents, adopted children and their siblings. The plan should describe strategies to establish or support or lay the ground work for a network of support groups for the

targeted population, to provide training and technical assistance to develop or enhance adoptive support group programs, and to fund mini-grants directly to adoptive support groups.

7. Approach: Adoption Studies (APPROACH)

The plan should include strategies for carrying out studies to identify:

- (a) the barriers to completion of the adoption process and,
- (b) those components that lead to favorable long-term outcomes for families that adopt children with special needs.

Approach: Partnerships (APPROACH)

Applicants are expected to present a strategy for facilitating linkages and partnerships among (at a minimum) the State adoption specialists, the Interstate Compact on the Placement of Children (ICPC) administrators, the Interstate Compact on Adoption and Medical Assistance (ICAMA) administrators and the National Adoption Information Exchange to help address the issues and problems of interstate placement and recruitment.

In this section, applicants should also describe efforts that will be made to coordinate with the National Adoption Information Clearinghouse (NAIC) and the National Resource Center for Special Needs Adoption (NRCSNA) to assure effective utilization of resources and to avoid duplication of effort.

Approach: Evaluation (APPROACH - EVALUATION)

Provide a narrative addressing how the results of the project and the conduct of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities on the project's effectiveness.

Applicants are required to present a methodologically-sound plan for evaluating the impact and effectiveness of each component task or activity.

The evaluation should include a *process* component that describes the activities of the project, how the project operates, how well the design was followed, and the extent to which it produced the expected results for each task or activity. It should also contain an *outcome* component with output and outcome measures. Output measures are tools, or indicators to count the services and goods produced by the project. These may include the number of people participating in a program or receiving a service, the number of services delivered, the number of responses to an outreach program, etc. Outcome measures are indicators of the actual impact or effect a

program's activities have on the problem or situation. For example, what benefits did children waiting for adoption derive from these services? How did the activities help the States?

PROJECT DURATION: This announcement is inviting applications for project periods up to five years. Awards, on a competitive basis, will be for a one-year budget period, although project periods may be for five years. Applications for continuation grants funded under these awards beyond the one-year budget period but within the five year project period will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

FEDERAL SHARE OF PROJECT COSTS: The maximum Federal share of the project is \$4,439,000 per budget year.

MATCHING OR COST SHARING REQUIREMENT: This project is being funded under both the Adoptions Opportunity program, which has no match requirement, and the Children's Health Act, which has a 25 percent match requirement. Therefore, grantees must provide at least 25 percent of only \$2,839,000 of the total approved cost of the project. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting any amount more than \$14,195,000 of Federal funds (based on an award of more than \$2,839,000 per budget period) must provide a match of at least \$4,731,667 (25 percent of \$14,195,000 of the total project cost). Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in disallowance of Federal match.

ANTICIPATED NUMBER OF PROJECTS TO BE FUNDED: It is anticipated that one project will be funded.

LENGTH OF APPLICATION: The length of the application is limited to 100 pages, including all forms and attachments. Any pages over that number will be removed and will not be reviewed.

CFDA NUMBER: 93.652

2002A.5 ADDRESSING BARRIERS TO CROSS-JURISDICTIONAL PLACEMENT

ELIGIBLE APPLICANTS: State child welfare agencies, State courts, licensed child welfare or adoption agencies, advocacy groups, associations that support cross-jurisdictional adoption activities, public or private faith and community-based non-profit licensed child welfare or adoption agencies, and coalitions or collaborations of those groups are eligible to apply but must identify a principal applicant. Faith-based organizations are eligible to apply for this grant but also must be otherwise eligible.

PURPOSE: The purpose of this cooperative agreement is to work within the legislative framework provided by the Interstate Compact on the Placement of Children (ICPC) to design

and implement a national project to address barriers and delays to cross-jurisdictional placement of children currently placed in public foster care. The project being tested shall supplement, not supplant, services supported by any other funds available to the applicant for the same general purposes.

NOTE: A cooperative agreement is a specific method of awarding federal assistance in which substantial federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of the Children's Bureau and the grantee prior to the award. The Children's Bureau anticipates that agency involvement will produce programmatic benefits to the recipient otherwise unavailable to them for carrying out the project. The involvement and collaboration includes Children's Bureau review and approval of planning stages of the activities before implementation phases may begin; Children's Bureau involvement in the establishment of policies and procedures that maximize open competition, and rigorous and impartial review and funding of subgrant or subgrant activities, if applicable; and Children's Bureau and recipient joint collaboration in the performance of key programmatic activities (i.e., strategic planning, implementation, information technology enhancements, training and technical assistance, publications or products, and evaluation). Close monitoring by the Children's Bureau of the requirements stated in this announcement may limit the grantee's discretion with respect to scope of services offered, organizational structure and management processes in order to ensure compliance with the intent of this funding. This monitoring may exceed those federal stewardship responsibilities customary for grant activities.

BACKGROUND:

Overview. Sometimes the most suitable placement for a child is outside of their own State. The reasons for such placements include adoptions by a family in another State, adoption by relatives in another state, placement into foster care out of State, and reunification with a parent who has moved while the child was in State custody.

The Interstate Compact on the Placement of Children is a contract among States intended to ensure that children placed across State lines receive adequate protection and services. The Compact outlines the steps necessary to place a child out of State. For example, the State the child is in (the sending State) asks the State in which the child is to be placed (the receiving State) to conduct a home study to evaluate the suitability of the potential placement. If a placement is made, the receiving State supervises the placement and the sending State maintains financial responsibility for the child. All States, the District of Columbia, and the U.S. Virgin Islands are parties to the Compact.

The ICPC can be used as a tool for achieving the goals of ASFA, including the requirement that States develop plans for the effective use of cross-jurisdictional placements. The Compact facilitates interstate placements in four ways: (1) increases placement options available for children; (2) guards the child's safety through services and protection offered by the receiving State; (3) ensures that appropriate laws are followed before a placement is made; and (4) creates a network through which States cooperate in making placements and exchanging information.

Analysis of data for 46 reporting States from the Adoption and Foster Care Analysis and Reporting System (AFCARS) for Federal Fiscal Year (FY) 1999 indicates that of the 187,000

discharges from care, 27,000 were adopted and, of these, approximately 7,000 were adopted across State lines. The most striking difference between adoptions that occur across State lines and those that were in-State was the length of time that children spent in care prior to finalization. The median length of care for children adopted across State lines was 53 months compared to a median of 35 months for children adopted in-State—a difference of 18 months. In addition, the median age of the children at removal was the same for both groups (2.1 years), indicating that age was not a factor in explaining the differences in time spent in care prior to finalization. Rather, the difference appears to be due to substantial differences in the length of time between a child's removal from the home and the adoption finalization.

The Children's Bureau is concerned about the longer processing times needed to achieve permanency for children placed across State lines. Adoption across State lines is a significant component of efforts to increase adoptions for children in the public foster care system. As with all adoptions, time is critical, because each delay has serious developmental consequences, especially for young children. Support for and efficiency in cross-jurisdictional placement is highly consistent with the purposes of the Adoption Opportunities Program because one of the goals of this program is to facilitate the elimination of barriers to adoption.

There are a number of strategies that a State can use to expedite finalization of both in-State and cross-jurisdictional adoptions. For example, the State could identify the need for an adoptive family prior to the final termination of parental rights and move to place the child with the family on a foster care basis until the adoptive placement can be made. To facilitate cross-jurisdictional placements, the ICPC procedures and forms could be modified to streamline concurrent planning efforts by allowing for simultaneous, simplified referral for a foster home/pre-adoptive study and placement. Another option is to allow for transfer of information and records via the Internet. The ICPC tracking system could also provide alerts to the State Compact administrator to provide notice of delays in case processing pertaining to home studies, transferring a child from the sending State to the receiving State after approval has been obtained, failure to file periodic placement reports, and other procedural impediments to legal finalization.

The Children's Bureau is requesting applications for this cooperative agreement that propose to address, through the ICPC, barriers and delays on a national level to cross-jurisdictional adoptive placement of children currently placed in public foster care.

*Important Components of the Project Design. These **Important Components** will be reviewed and rated as part of the General Evaluation Criteria in Part III. The corresponding Criterion is indicated in parentheses.* In presenting a project design, it is essential that applicants include the following information in the project description section of their proposal. The extent to which the applicant presents a clear and comprehensive response to these design features will be used by the Children's Bureau as the evaluation criteria described in Part III in making funding decisions.

1. Goals and Objectives (OBJECTIVES AND NEED FOR ASSISTANCE)

Applicants are expected to demonstrate knowledge of the operations of the ICPC and current issues in adoption, concurrent planning and permanency for children in the public child welfare

system, and how the issues are related. They should identify barriers within the ICPC system that may contribute to delay or denial of interstate placements to children in foster care. Applicants should also describe issues pertaining to the provision of appropriate supervisory oversight for placements.

2. Approach Strategies (APPROACH)

Applicants are required to describe the strategies and methods to be used in the proposed project and address issues pertaining to a range of processing issues, including those outlined in the Background Overview section.

3. Approach: Evaluation (APPROACH – EVALUATION)

Applicants are required to present a methodologically-sound plan for evaluating the effectiveness and impact of the project in overcoming identified barriers.

4. Organizational Profile (ORGANIZATIONAL PROFILES)

Applicants should describe their familiarity with the purpose and operations of the ICPC. They should also demonstrate that they have the requisite access to ICPC partners, and professional legitimacy to oversee, guide and influence ICPC processes and procedures. If a collaboration is proposed, then the specific roles and responsibilities of each participant must be specified in the text and in the letters of commitment from consultants, agencies or organizations.

PROJECT DURATION: This announcement is inviting applications for project periods up to five years. Awards, on a competitive basis, will be for a one-year budget period, although project periods may be for five years. Applications for continuation grants funded under these awards beyond the one-year budget period but within the five year project period will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

FEDERAL SHARE OF PROJECT COST: The maximum Federal share of the project is \$300,000 per budget year.

MATCHING REQUIREMENTS: Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$1,500,000 of Federal funds (based on an award of \$300,000 per budget period) must provide a match of at least \$166,667 (10 percent of the total project cost). Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in disallowance of Federal match.

ANTICIPATED NUMBER OF PROJECTS TO BE FUNDED: It is anticipated that one project will be funded.

LENGTH OF APPLICATION: The length of the application is limited to 75 pages, including all forms and attachments. Any pages over that number will be removed and will not be reviewed.

CFDA NUMBER: 93.652

2002B: Abandoned Infants

Public Law 100-505, the Abandoned Infants Assistance Act of 1988 as amended provides financial support for demonstration projects to prevent the abandonment of infants and young children, particularly those who have been perinatally exposed to a dangerous drug and those with the human immunodeficiency virus (HIV) or who have been perinatally exposed to HIV. These programs are designed to:

- (a) Identify and address the needs of those infants and young children who are, or might be abandoned, or who are at risk for abandonment because of parental substance abuse or HIV status;
- (b) Develop a program of comprehensive services for those children and members of their families that will strengthen family functioning and prevent abandonment, including, but not limited to, foster family care services, case management services, family support services, parenting skills, in-home support services, respite and crisis intervention, counseling and group residential care services; and
- (c) Recruit and train health and social services personnel, foster care families, and residential providers to meet the needs of infants and young children who are at risk of abandonment, and to develop permanency options for children who cannot return home.

The legislation also allows for the provision of technical assistance training programs to support the planning, development and operation of the service demonstration projects.

Since 1990, ACF has awarded grants under the Abandoned Infants Assistance Program (AIA) to a variety of agencies, including State and local departments of social and health services, hospitals, universities, and private, non-profit, child-serving agencies. These projects include comprehensive service demonstration programs, training projects, services resource coordination efforts, supportive service programs for family caregivers, and therapeutic supportive programs for HIV/AIDS infected or affected children and adolescents. Currently, there are 22 comprehensive service demonstration programs, nine family caregiver support service grants, and four therapeutic recreation/camp programs in operation. In addition, the Health Resources and Services Administration under Title IV of the Ryan White CARE Act funds programs similar to AIA programs. The AIA programs are designed to meet the immediate social service and health care needs of infants and young children and their families impacted by HIV infection and drug exposure; to address issues of community coordination; to improve utilization of scarce resources; and to develop comprehensive service systems to meet the long-term needs of the children and their families. Also, many local jurisdictions nationwide are implementing programs, with or without Federal assistance, to provide services to the same target populations.

2002B.1 NATIONAL RESOURCE CENTER FOR PROGRAMS SERVING ABANDONED INFANTS AND INFANTS AT RISK OF ABANDONMENT AND THEIR FAMILIES

ELIGIBLE APPLICANTS: Public or private non-profit agencies, organizations, and institutions of higher learning may apply. Faith-based organizations are eligible to apply for this grant but also must be otherwise eligible.

PURPOSE: The purpose of this cooperative agreement is to provide training and technical assistance to assist in the development, enhancement and coordination of services, exchange of information and the continuing development, expansion and strengthening and improvement in the quality and effectiveness of programs described in Public Law 104-235, the Abandoned Infants Assistance Act of 1988, as amended, whether or not the providers receive funds authorized under the Act.

NOTE: A cooperative agreement is a specific method of awarding federal assistance in which substantial federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of the Children's Bureau and the grantee prior to the award. The Children's Bureau anticipates that agency involvement will produce programmatic benefits to the recipient otherwise unavailable to them for carrying out the project. The involvement and collaboration includes Children's Bureau review and approval of planning stages of the activities before implementation phases may begin; Children's Bureau involvement in the establishment of policies and procedures that maximize open competition, and rigorous and impartial review and funding of subgrant or subgrant activities, if applicable; and Children's Bureau and recipient joint collaboration in the performance of key programmatic activities (i.e., strategic planning, implementation, information technology enhancements, training and technical assistance, publications or products, and evaluation). Close monitoring by the Children's Bureau of the requirements stated in this announcement that limit the grantee's discretion with respect to scope of services offered, organizational structure and management processes, coupled with close Children's Bureau monitoring during performance which may, in order to ensure compliance with the intent of this funding, exceed those federal stewardship responsibilities customary for grant activities.

BACKGROUND INFORMATION:

Overview

The current National Abandoned Infant Assistance Resource Center, funded from September 1991 through September 2002, provides training, technical assistance and consultation to the AIA programs and related activities to improve service delivery to drug and HIV-exposed infants, young children and their families; and provides training to social service, health and other workers to educate them about program and services for families who are at risk of abandoning their children. A more recent activity of the Resource Center is to provide training and technical assistance to States to establish and implement standby guardianship laws and procedures to expedite permanency for children who cannot return home.

Although a substantial number of abandoned infants and related projects have been established, knowledge about effective strategies and services continues to evolve, new program issues continue to emerge, and new staff need to be trained. Existing programs vary considerably in terms of quality, experience and intervention strategies, as well as program size, comprehensiveness, geographic location, and community cultural norms. However, the demand for such services remains high, because substance abuse and HIV infection have an impact on a great number of infants, young children and their families. ACF intends to continue to support a National Resource Center to assist in identifying and developing effective program practices, information and materials in order to meet this service demand, and to continue to provide training and technical assistance as needed.

The National Resource Center should provide State and local, private, non-profit agencies and organizations with access to information, methods, techniques and strategies for establishing an effective, coordinated range of comprehensive social and health care services to infants and young children and their families impacted by substance abuse and/or HIV infection; and assist agencies and organizations with critical issues in case management including safety, well-being and permanency planning issues to improve the outcomes of children and families impacted by substance abuse and HIV/AIDS. Applicants must describe how they plan to conduct an effort to assist these organizations.

Important Components of the Project Design. These Important Components will be reviewed and rated as part of the General Evaluation Criteria in Part III. The corresponding Criterion is indicated in parentheses. In presenting the project design, it is essential that applicants include the following information in the project description section of their proposals. The extent to which the applicant presents a clear and comprehensive response to these design features will be used as the evaluation criteria described in Part III by the Children's Bureau in making funding decisions.

1. Goals and Objectives (OBJECTIVES AND NEED FOR ASSISTANCE)

Legislative Mandate. Applicants are expected to demonstrate an understanding of the goal of the legislative mandate to:

- (a) meet the service needs of infants who have been exposed to a dangerous drug, or who have been perinatally exposed to HIV/AIDS and who may be at risk of abandonment; and
- (b) provide training and technical assistance to public and private agencies delivering supportive services to drug and/or HIV-exposed children and families.

Topical Issues. Applicants are expected to demonstrate knowledge and understanding of the problems and issues involved in planning and providing services for infants and young children who are drug- and/or HIV-exposed and are at risk of abandonment, and their families. They should also describe permanency planning issues for these children, including knowledge about standby guardianship laws and procedures; and knowledge about supportive services for family caregivers and therapeutic services for children and adolescents, particularly in a recreation and/or camping program.

2. Approach: Work Plan and Proposed Strategies (APPROACH)

Overview. Applicants are expected to provide an overview of the training, technical assistance and information services they will provide. The overview should describe the characteristics of the various audiences and present a plan for delivering these services.

Strategies. Applicants are required to describe in detail the strategies to provide AIA grantees and to community-based programs to assist them in improving services to the target populations.

3. Approach: Training and Technical Assistance (T/TA) (APPROACH)

T/TA Needs Assessment. Applicants are required to present a project design for identifying the training and technical assistance needs of public and private agencies delivering services to the target population, including a plan for prioritizing and providing training and technical assistance that will maximize available resources.

Provision of T/TA to Service Providers and State Agencies. Applicants are expected to present a plan for providing technical assistance, training and consultation to service providers and to State agencies to improve professional competency. The proposed T/TA should be designed to ensure service coordination and integration. It should also promote the effective and efficient resource allocation and best practices related to management and administration. The primary focus should be on projects funded under the AIA program and the secondary focus on related activities.

Provision of T/TA on Data Collection and Third-Party Evaluations for AIA Grantees. As detailed below, the proposed design for the Resource Center should include strong data collection and evaluation components. Applicants are required to describe the data to be collected from AIA-funded projects, and present a plan for providing technical assistance to AIA grantees on their required third-party evaluation efforts. The plan should describe the types of assistance that may be needed by programs whose third-party evaluation efforts range from a simple, basic approach to more sophisticated evaluation designs and should include providing technical assistance to grantees in developing outcome measures.

Standby Guardianship. Applicants are required to present a plan for collecting available information from relevant sources on the legal codes, protocols and procedures regarding standby guardianships and testamentary planning. The plan should include a description of ways in which the Resource Center can address the planning and development needs of States or jurisdictions interested in designing standby guardianship laws and in obtaining information on testamentary planning in order to provide permanency for children impacted by HIV/AIDS and a list of lawyers, advocates or consultants who will provide technical assistance to jurisdictions interested in developing standby guardianship laws and procedures and testamentary planning so that both the legal and clinical practice aspects of this issue are addressed.

4. Approach: Data Collection (APPROACH)

Summary Evaluation Data. Applicants are required to present a plan for capturing the outcome indicators and a process to collect summary evaluation data from AIA funded programs. The summary data collected should include descriptive data on the number and characteristics of

clients served, the services provided, and measures of client outcomes. This plan shall further include a process for capturing those outcome indicators across program sites that reflect the successes and achievements of the AIA service demonstration programs. For example, the summary data should include outcome data on the following:

- substance abuse treatment and recovery of the mother;
- target infant/child characteristics, including gestational age, birth weight,
- target infant/child placement status - at program intake, 12 months after enrollment and at termination;
- client termination - child placement status at 12 months after leaving the program.
- family stability/permanency for the child, e.g., the child hospitalized; home with biological parent; pre-adoptive, adoptive home, or home with relatives; formal kinship care; foster care; or foster home care - at intake, every six months enrolled, at termination, and at six months post-termination.

Outcome Data Recommendations for Service Demonstration Grantees. The proposed plan should also describe ways to collect the following outcome data to be collected by the service demonstration grantees:

- child development and well-being at program intake and at 12 months after program enrollment. The summary data should also include, as available, data on child injuries, hospitalization, or death following case openings; and
- client satisfaction at three, six and twelve months and at program termination.

Optional Data Elements. Applicants for the Resource Center are expected to describe ways to collect summary data on the suggested, but not required, data from the service demonstration projects on parenting skills, parent (caregiver) child interaction and cost benefit (e.g., how the project reduces the financial burden on community services, reduction in the number of days of hospitalization).

Other Services. Applicants for the Resource Center are advised to describe a method to collect summary evaluative data on the projects that provide family support services for grandparents and other relatives providing caregiving to children of substance-abusing and HIV-positive women and a method to collect summary data from the therapeutic recreational/camping programs for HIV infected and affected children and adolescents.

Timeframe for Data Collection and Report Requirements. The proposed plan should include a timeframe for collecting the data; explain possible causes and remedies for delay in obtaining the data from the projects; and, factor time delays into the timeframe. The plan should also describes the analytical techniques to be used to capture and synthesize for reporting the outcome indicators across the sites that reflect the achievements of the AIA-funded projects. Applicants

are required to outline in their applications the major sections of a final report presenting the findings from this research.

5. Approach: Information Dissemination (APPROACH)

Instructional Materials. Applicants are expected to describe a strategy for identifying, documenting and developing innovative and/or exemplary programs, collaboration methods, program evaluation approaches and other resources such as training curricula/manuals, and for assisting the field in adapting such resources to meet specific needs of this population. This should include a plan to develop and disseminate Fact Sheets on topical issues related to the AIA programs and other related programs.

Lessons Learned. Applicants are expected to present a plan for reviewing, analyzing, and developing issue papers for publication on topics related to the "lessons learned" in working with substance-abusing women or women who have HIV/AIDS.

Information Dissemination. Applicants are expected to identify the various audiences for Center materials and to present a plan for preparing and disseminating information and policy papers to the field. This should include a plan for coordinating activities with other National Resource Centers and clearinghouses funded by HHS and other sources to ensure effective use of resources and to avoid duplication of efforts. The plan should describe how the Resource Center will work cooperatively with the National Resource Center on Legal and Court Issues on issues affecting drug and HIV-exposed children at risk of abandonment.

6. Approach: Advisory Board (APPROACH)

Applicants are required to present a plan to establish an advisory board that will provide overall program direction and guidance to the activities of the Resource Center. The board should be interdisciplinary and reflect consumer concerns. The plan should include two Board meetings per year. One meeting will be held in conjunction with the annual Abandoned Infants Assistance grantees' meeting usually convened in the spring (May) in Washington, D.C., and the second meeting will be held approximately six to eight months later. The second meeting could be either a teleconference or held in conjunction with another national meeting or conference conducted by the Children's Bureau.

7. Budget (BUDGET AND BUDGET JUSTIFICATION)

Applicants are expected to plan and provide the financial and logistical support services for a two and a half-day conference for grantees in Washington, D.C. Applicants are expected to plan the agenda for the conference, negotiate with the hotel, design focus groups and workshops, assist in the recruitment of speakers, reimburse speakers for honorarium and travel expenses, develop the agenda, write materials for hand-outs at the conference, and assist in the development and reproduction of audio-visual and other materials to be distributed at the conference.

PROJECT DURATION: This announcement is inviting applications for project periods up to four years. Awards, on a competitive basis, will be for a one-year budget period, although project periods may be for four years. Applications for continuation grants funded under these

awards beyond the one-year budget period but within the four year project period will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

FEDERAL SHARE OF PROJECT COSTS: The Federal share of the project is up to \$700,000 per 12-month budget period up to a maximum of \$2,800,000 for the project period. The award of continuation funding beyond each 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of each grantee, and a determination that continued funding would be in the best interest of the government.

MATCHING REQUIREMENT: Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$2,800,000 of Federal funds (based on an award of \$700,000 per budget period) must provide a match of at least \$311,111 (10 percent of the total project cost). Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in disallowance of Federal match.

ANTICIPATED NUMBER OF PROJECTS TO BE FUNDED: It is anticipated that one project will be funded.

LENGTH OF PROPOSAL: The maximum length of the proposal shall not exceed 75 pages, excluding appendixes. Any pages over those 75 (excluding the appendixes) will be removed and will not be reviewed.

CFDA Number: 93.551

2002C. Child Abuse and Neglect: Community-Based Family Resource and Support Program

Since 1974, the Child Abuse Prevention and Treatment Act (CAPTA) [USC 5105] has funded discretionary research, evaluation and assistance activities designed to provide information needed to better protect children from abuse or neglect and to improve the well-being of abused or neglected children.

Title II of CAPTA, the Community-Based Family Resource and Support Grants program, specifically supports State efforts to develop, operate, expand and enhance a network of community-based, prevention-focused, family resource and support programs that coordinate resources among existing education, vocational rehabilitation, disability, respite care, health, mental health, job readiness, self-sufficiency, child and family development, community action, Head Start, child care, child abuse and neglect prevention, juvenile justice, domestic violence prevention and intervention, housing, and other human service organizations within the State and

to foster an understanding, appreciation, and knowledge of diverse populations in order to be effective in preventing and treating child abuse and neglect.

2002C.1 NATIONAL RESOURCE CENTER FOR COMMUNITY-BASED FAMILY RESOURCE AND SUPPORT PROGRAMS

ELIGIBLE APPLICANTS: Public or private non-profit agencies, including faith-based agencies, organizations, and institutions of higher education may apply. Collaborative efforts and interdisciplinary approaches are acceptable. Faith-based organizations are eligible to apply. Applications from collaborations must identify a primary applicant responsible for administering the grants.

PURPOSE: The purpose of this Cooperative Agreement is to provide financial support for training and technical assistance to promote the purposes of the Community-Based Family Resource and Support (CBFRS) Grants program. This training and technical assistance is intended to build the capacity of CBFRS lead agencies to: (1) foster an understanding, appreciation, and knowledge of diverse populations in order to be effective in preventing and treating child abuse and neglect; (2) facilitate and assist efforts of State, local, Tribal, public, and private agencies in the interagency, inter-disciplinary, coordinated planning and development of a Statewide Network of community-based, prevention-focused, family resource and support programs; (3) encourage public and private partnerships, including parents who are consumers, in the establishment and expansion of family resource and support programs; (4) promote the development and implementation of lead agency program evaluation processes that include a peer review component; and (5) supports States in their Program Improvement Plan resulting from Child and Family Service Reviews.

Expected outcomes include the enhanced capacity of each State lead agency to engage in: (1) developing and maintaining a Statewide Network of family support services; (2) conducting interagency needs assessments of required services; (3) facilitating CBFRS program and policy development; (4) coordinating the delivery of family resource services; and (5) conducting program evaluations that include a peer review component.

This Resource Center is expected to train and assist State lead agencies to establish effective interagency cooperation and collaboration that involves all stakeholders, including families, and promotes public-private partnerships in the establishment and expansion of family resource and support programs. Training and technical assistance needs will be identified by State CBFRS lead agency staff in collaboration with ACYF Central and Regional Office personnel, and coordinated with other ongoing national training and technical assistance efforts. Training outcomes should be achieved through a combination of strategies, including on-site training, on and off-site technical assistance, and consultation with all appropriate stakeholder groups.

NOTE: A cooperative agreement is a specific method of awarding federal assistance in which substantial federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of the Children's Bureau and the grantee prior to the award. The Children's Bureau anticipates that agency involvement will produce programmatic benefits to

the recipient otherwise unavailable to them for carrying out the project. The involvement and collaboration includes Children's Bureau review and approval of planning stages of the activities before implementation phases may begin; Children's Bureau involvement in the establishment of policies and procedures that maximize open competition, and rigorous and impartial development, review and funding of subgrant or subgrant activities, if applicable; and Children's Bureau and recipient joint collaboration in the performance of key programmatic activities (i.e., strategic planning, implementation, information technology enhancements, training and technical assistance, publications or products, and evaluation). Close monitoring by the Children's Bureau of the requirements stated in this announcement that limit the grantee's discretion with respect to scope of services offered, organizational structure and management processes, coupled with close Children's Bureau monitoring during performance which may, in order to ensure compliance with the intent of this funding, exceed those federal stewardship responsibilities customary for grant activities.

EVALUTION CRITERIA:

The evaluation criteria described below will be reviewed and rated as part of the General Evaluation Criteria in Part III. The corresponding Criterion is indicated in parentheses.

1. Objectives and Need for Assistance (OBJECTIVES AND NEED FOR ASSISTANCE)

The applicant identifies the training and technical assistance objectives of the project which address: the plan for building the capacity of State, and local public and private agencies to create Statewide Networks of community-based, prevention-focused, family resource and support programs; and the training to enable CBFRS lead agencies to facilitate the development and implementation of evaluation processes that will determine the efficacy and impact of these networks and programs. Objectives must address each of the Project Design requirements of this priority area as described below. The applicant describes the need for providing training and technical assistance to public and private agencies linked to the CBFRS program, and demonstrates an understanding of the goals of the legislative mandate. The application identifies the results, benefits, and level of customer satisfaction to be derived by lead agencies for the CBFRS program and their State and local constituents, and proposes measurement procedures for each; the extent to which the results and benefits are consistent with the stated objectives; the extent to which results and benefits contribute to lead agency policy and practice; and the extent to which the training and technical assistance project costs are reasonable in view of the expected results.

2. Approach (APPROACH)

The application outlines a workable plan of action and evaluation plan that relates to the stated objectives and scope of the project and reflects the intent of the legislative mandates.

Detail how the proposed work will be accomplished including a discussion of factors that might accelerate or decelerate the work.

List the activities to be conducted in chronological order, showing a reasonable schedule of accomplishments and target dates.

Describe any unusual features of the project, such as design or technological innovations or reductions in cost or time.

Describe a plan for providing technical assistance to CBFRS grantees on the development and implementation of evaluation processes that will determine the efficacy and impact of these networks and programs.

Describe strategies for building the capacity of State, and local public and private agencies to create statewide networks of community-based, prevention-focused, family resource and support programs; and for providing technical assistance to CBFRS lead agencies in this area.

Provide a plan for promoting: (1) interagency collaboration and implementation of new procedures for blending funding streams; (2) collaborative long-range planning of family support services and service delivery options; and (3) management improvement strategies that facilitate interagency coordination.

Describe a plan to establish an advisory board that will provide overall program direction and guidance to the activities of the Resource Center, and strategies for efficiently and effectively utilizing their expertise.

Provide a plan to help lead agencies develop a child-focused, family-centered approach to the delivery of family support services, that reinforces and complements the State's efforts to provide services to preserve and support families, and emphasizes the prevention of child abuse and neglect.

Provide a plan for coordinating activities with other National Resource Centers and Clearinghouses funded by the Children's Bureau and other sources; particularly as it relates to the Child and Family Service Reviews.

Describe a plan for ensuring that the Resource Center's services, program activities, and materials developed are provided in a manner that is racially and culturally sensitive to the population being served.

Describe the evaluation plan that addresses both process and outcome.

Describe methods and criteria to evaluate the results and benefits of the technical assistance project in terms of its stated objectives.

State goals and objectives in specific measurable form to document change, improvement, or effectiveness.

Identify the kinds of data to be collected.

Propose measure for each goal, objective, result or benefit.

3. Organization Profiles (ORGANIZATIONAL PROFILES)

The application identifies the experience of the organization which most clearly demonstrates the applicant's ability to administer and implement the project effectively and efficiently; and provides documentation of the applicant agency's experience in: (1) identifying the training and technical assistance needs of an agency or organization; (2) developing or participating in the development of a plan to meet those needs; (3) recruiting, assigning, and deploying staff with appropriate experience in the delivery of training and technical assistance; and (4) designing, developing, delivering and evaluating training materials. Include information about proposed staff in this section. Describe the educational and professional background of the project director and key project staff to demonstrate the applicant's ability to administer and implement the project effectively and efficiently. The role of the author(s) of the proposal, including ongoing involvement in the implementation and/or administrative structure is explicitly identified.

4. Budget and Budget Justification (BUDGET AND BUDGET JUSTIFICATION)

The applicant must demonstrate that the project costs and budget information submitted on the Standard Form 424 and 424A for the proposed program are reasonable and justified in terms of the proposed tasks and the anticipated results and benefits. In addition describe the fiscal control and accounting procedures that will be used to ensure prudent use, proper and timely disbursement and accurate accounting of funds received under this program announcement.

Applicants are expected to allocate sufficient funds in the budget to provide for the project director and the evaluator to attend an annual 3-5 day grantees' conference in Washington, D.C. Attendance at this conference is a grant requirement.

PROJECT DURATION: This announcement is inviting applications for a project period up to two years. The award, on a competitive basis, will be for a one-year budget period, although the project period may be for two years. Applications for continuation grants funded under these awards beyond the one-year budget period will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

FEDERAL SHARE OF PROJECT COSTS: The maximum Federal share of the project is \$1,075,000 per budget year.

MATCHING OR COST SHARING REQUIREMENT: Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$2,150,000 of Federal funds (based on an award of \$1,075,000 per budget period) must provide a match of at least \$238,889 (10 percent of the total project cost). Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in disallowance of Federal match

ANTICIPATED NUMBER OF PROJECTS TO BE FUNDED: It is anticipated that one project will be funded.

LENGTH OF APPLICATION: The length of the application is limited to 75 pages, including all forms and attachments. Any pages over that number will be removed and will not be reviewed.

CFDA NUMBER: 93.590

2002C.2 GRANTS TO TRIBES, TRIBAL ORGANIZATIONS, AND MIGRANT PROGRAMS FOR COMMUNITY-BASED FAMILY RESOURCE AND SUPPORT PROGRAMS

It is anticipated that three grants (one each to a tribe, a tribal organization, and a migrant program) will be funded under this announcement for \$109,450 per grantee for FY 2002. This amount reflects the maximum Federal share of this project not exceeding one-third (1/3) of one percent (1%) of the Federal appropriation for Title II for each 12-month budget period.

ELIGIBLE APPLICANTS: Indian tribes, tribal organizations, and migrant programs with the capacity to establish and maintain family resource services for the prevention of child abuse and neglect and linkages with the State Network of Community-Based Family Resource and Support Programs may apply. Collaborative efforts and interdisciplinary approaches are acceptable. Applicants must specify if they are applying as a "Tribe" or "Tribal Organization" or "Migrant Program."

PURPOSE: The primary purpose of this priority area is to provide financial support to selected tribes, tribal organizations, and migrant programs to develop linkages with the Community - based Family Resource and Support (CBFRS) State Network funded under Title II of CAPTA, and/or to provide services otherwise consistent with the purposes of the CBFRS. These funds must support more effective and comprehensive child abuse prevention activities and family support services, including an emphasis on strengthening marriages and reaching out to include fathers, that will enhance the lives and ensure the safety and well-being of migrant and Native American children and their families.

The purpose of the CBFRS program is to support State efforts to: (1) develop, operate, expand, and enhance a network of community-based, prevention-focused, family resource and support programs that coordinate resources among a range of existing public and private organizations, and (2) foster an understanding, appreciation, and knowledge of diverse populations in order to be effective in preventing and treating child abuse and neglect.

EVALUATION CRITERIA:

The evaluation criteria described below will be reviewed and rated as part of the General Evaluation Criteria in Part III. The corresponding Criterion is indicated in parentheses.

1. Objectives and Need for Assistance (OBJECTIVES AND NEED FOR ASSISTANCE)

The application identifies the area and population to be served, the needs of that area or population, and the goals and objectives of the project, in general. The applicant describes the need for providing family resource and support services in a way that demonstrates an understanding of the goals of the legislative mandate. The application identifies the results and

benefits to be derived by the applicant agency's State and local constituents; the extent to which the results and benefits are consistent with the stated objectives for both policy and practice.

3. Approach (APPROACH)

The application outlines a workable plan of action that relates to the stated objectives and reflects the intent of the legislation.

Describe in detail how the proposed work will be accomplished including a discussion of factors that might accelerate or decelerate the work.

List the activities to be conducted in chronological order, showing a reasonable schedule of accomplishments and target dates.

Describe any unusual features of the project, such as design or technological innovations or reductions in cost or time.

Provide a method to promote the applicant agency's communication and coordination with other State and community agencies, that will ensure maximum utilization of a full continuum of community-based family resource and support programs, and ensure ease of access for the children, families, and professional staff served by the applicant agency.

Provide a plan for assisting the State network of CBFRS lead agencies to improve their cultural competence, including promoting the ability of all participating agencies to serve all families effectively, make culturally appropriate placements, recruit and employ minority staff, deliver culturally relevant support services, and develop strategies to improve outcomes for minority families and children.

Describe any direct services that will be provided to increase the availability of child abuse prevention activities and family support services for the children and families served by the applicant agency.

Describe an evaluation plan and identify the kinds of evaluation data to be collected.

Describe the methods and criteria to be used to evaluate the results and benefits of the project in terms of its stated objectives.

Describe both the process and outcome measures and procedures selected.

State goals and objectives in specific measurable form to document change, improvement, and effectiveness.

4. Organization Profiles (ORGANIZATIONAL PROFILES)

The application identifies the experience of the organization that most clearly demonstrates the applicant's ability to administer and implement the project effectively and efficiently; and provides documentation of the applicant agency's experience in: (1) providing direct services and coordinating with existing services that will prevent the occurrence or reoccurrence of child

abuse and neglect; (2) providing direct or referral services that will support the safety and well-being of families; and (3) recruiting, assigning, and deploying staff with appropriate experience in the delivery of such services. The application identifies staff qualifications including the educational and professional background of the project director and key project staff to demonstrate the applicant's ability to administer and implement the project effectively and efficiently. The role of the author(s) of the proposal, including ongoing involvement in the implementation and/or administrative structure is explicitly identified.

4. Budget and Budget Justification (BUDGET AND BUDGET JUSTIFICATION)

The applicant must demonstrate that the project costs and budget information submitted on the Standard Form 424 and 424A for the proposed program are reasonable and justified in terms of the proposed tasks and the anticipated results and benefits. In addition describe the fiscal control and accounting procedures that will be used to ensure prudent use, proper and timely disbursement and accurate accounting of funds received under this program announcement.

The budget must include 5 percent for the evaluation. Agencies that do not have the in-house capacity to conduct an objective, comprehensive evaluation of the project are advised to contract with a third-party evaluator specializing in social science or evaluation, or a university or college to conduct the evaluation.

Applicants are expected to allocate sufficient funds in the budget to provide for the project director and the evaluator to attend an annual 3-5 day grantees' conference in Washington, D.C. Attendance at this conference is a grant requirement.

PROJECT DURATION: This announcement is inviting applications for project periods up to three years. Awards, on a competitive basis, will be for a one-year budget period, although project periods may be for three years. Applications for continuation grants funded under these awards beyond the one-year budget period but within the three year project period will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

FEDERAL SHARE OF PROJECT COSTS: The maximum Federal share of the project is projected to be \$109,450 per budget year.

MATCHING OR COST SHARING REQUIREMENT: There is no match required.

ANTICIPATED NUMBER OF PROJECTS TO BE FUNDED: It is anticipated that three projects will be funded, one each for tribes, tribal organizations and migrant programs.

LENGTH OF APPLICATION: The length of the application is limited to 50 pages, including all forms and attachments. Any pages over that number will be removed and will not be reviewed.

PART III. General Evaluation Criteria

In evaluating each application reviewers will take into consideration the extent to which the application fully addresses each of the following four general evaluation criteria and each of the important components specified in the priority area.

Note: The following sections include information from the ACF Uniform Project Description (UPD) approved under OMB Control Number 0970-0139 that apply to information collections including applications for Federal financial assistance.

CRITERION 1: OBJECTIVES AND NEED FOR ASSISTANCE (20 points)

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

The following are specific criteria:

Context. Describe the context of the proposed project, including the geographic location, characteristics of the community, magnitude and severity of the problem and the needs to be addressed.

Target population. Describe characteristics of the target population. The description should include key socioeconomic and demographic information on the target population and the anticipated number of clients to be served by the proposed project.

Present a vision of the service systems you anticipate developing. Describe the objectives and discuss contextual factors that will facilitate or impede the implementation of their project. Tell us how the components are linked together and form a coherent approach. Why do you believe that what you want to do will achieve the goals you have set?

Explain how the proposed project is innovative and will contribute to increased knowledge of the problems, issues, and effective strategies and practices in the field. This section is an overview. The detailed information should be provided in the Approach section that follows.

CRITERION 2: APPROACH (50 points)

Outline a plan of action, which describes the scope, and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors, which might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of program activities to be held, or appropriate measurable outcomes. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data are to be collected, maintained, and/or disseminated, clearance may be required from the U.S. Office of Management and Budget (OMB). This clearance might be needed prior to any “collection of information that is conducted or sponsored by ACF.” List organizations, cooperating entities, consultants, or other key individuals whom will work on the project along with a short description of the nature of their effort or contribution.

The Approach section pertains to information you must provide about program design, project services, project evaluation and product development and dissemination.

Present a plan that: (1) reflects an understanding of the characteristics, needs, and services currently available to the target population; (2) is based on current theory, research, evaluation or best practice knowledge; (3) is appropriate and feasible; (4) can be reliably evaluated; (5) could be replicated, if successful; and (6) if successful, can be sustained after Federal funding has ceased.

Define goals and specific, measurable objectives for the project. Goals are end product of an effective project. Objectives are measurable steps for reaching goals.

Describe an appropriate, feasible plan of action pertaining to the scope of the project and provide details on how the proposed project will be accomplished.

Present a project design that includes detailed procedures for documenting project activities and results, including the development of a data collection process that can support an appropriate evaluation.

Provide a narrative addressing how the results of the project and the conduct of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project’s various activities on the project’s effectiveness.

If an evaluation is required, the following is applicable. The evaluation should include a *process* component that describes the activities of the project, how the project operates, how well the design was followed, and the extent to which it produced the expected results for each task or activity. It should also contain an *outcome* component with output and outcome measures. Output measures are tools, or indicators to count the services and goods produced by the project. These may include the number of people participating in a program or receiving a service, the number of services delivered, the number of responses to an outreach program, etc. Outcome measures are indicators of the actual impact or effect a program's activities have on the problem or situation. For example, what benefits did children waiting for derive from this activity? How did the activities help the child welfare agency?

The evaluation design should include strategies for periodic assessment of program performance.

Describe the products that will be developed during the implementation of the proposed project. Products may include questionnaires, interview guides, and other data collection instruments, software designed for the proposed project, Internet applications (i.e. web postings), technical reports, and journal articles.

Present a dissemination plan specifying the venues for conveying the information and discuss the intended audiences for these products. One of your final products will be the required final report. Describe how you will make the contents of your final report useful to the Federal Government and the field. Your evaluation and final report must provide enough detail so that others could replicate your project, including detailed information about successful strategies as well as barriers, hurdles, and pitfalls you can help them avoid.

CRITERION 3: ORGANIZATION PROFILES (20 points)

Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information. Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

This criterion consists of three broad topics: (1) management plan, (2) staff qualifications, and (3) organizational capacity and resources.

Organizational capacity. Demonstrate that you have the capacity to implement the proposed project. Capacity includes: (1) experience with similar projects; (2) experience with target population; (3) qualifications and experience of the project leadership; (4) commitment to developing and sustaining working relationships among key stakeholders; (5) experience and

commitment of any consultants and subcontractors; and (6) appropriateness of the organizational structure, including the management information system, to carry out the project.

Management plan. Present a sound and feasible management plan for implementing the proposed project. Detail how the project will be structured and managed, how the timeliness of activities will be ensured, how quality control will be maintained, and how costs will be controlled. If appropriate, discuss the management and coordination of activities carried out by any partners, subcontractors, and consultants.

Timeline. Produce a timeline that presents a reasonable schedule of target dates, accomplishment, and deliverables. The timeline should include the sequence and timing of the major tasks and subtasks, important milestones, reports, and completion dates. Discuss factors that may affect project implementation or the outcomes and present realistic strategies for resolution of these difficulties. Additionally, if appropriate, present a plan for training project staff as well as staff of cooperating organizations.

Staff qualifications and job descriptions. Provide brief resumes of current and proposed staff, as well as job descriptions. Resumes must indicate the position that the individual will fill, and each position description must specifically describe the job as it relates to the proposed project.

Capability statements and commitment of partners, subcontractors, and consultants. You must show that they have the organizational capacity and resources to successfully carry out the project on time and to a high standard of quality, including the capacity to resolve a variety of technical and management problems that may occur. If the application involves partnering and/or subcontracting with other organizations, the application should include an organizational capability statement for each participating organization documenting the ability of the partners and/or subcontractors to fulfill their assigned roles and functions. The applicant is also required to submit letters of commitment describing in detail the services that will be provided by partners, consultants, and subcontractors.

CRITERION 4: BUDGET AND BUDGET JUSTIFICATION (10 points)

The following guidelines are for preparing the budget and budget justification. Both Federal and non-Federal resources shall be detailed and justified in the budget and narrative justification. For purposes of preparing the budget and budget justification, "Federal resources" refers only to the ACF grant for which you are applying. Non-Federal resources are all other Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s), and last column, total budget. The budget justification should be a narrative.

The applicant must demonstrate that the project costs and budget information submitted on the Standard Form 424 and 424A for the proposed program are reasonable and justified in terms of the proposed tasks and the anticipated results and benefits. In addition describe the fiscal control and accounting procedures that will be used to ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this program announcement.

For priority areas A.1, A.2, and A.3, the budget must include 15 percent for the evaluation. Evaluation budget requirements for other priority areas, if applicable, are described in the priority area. Evaluation budgets must be appropriate to sustain the proposed evaluation activities. Agencies that do not have the in-house capacity to conduct an objective, comprehensive evaluation of the project are advised to contract with a third-party evaluator specializing in social science or evaluation, or a university or college to conduct the evaluation. Applicants are expected to allocate sufficient funds in the budget to provide for the project director and the evaluator to attend an annual 3-5 day grantees' conference (to be determined by the Children's Bureau) in Washington, D.C. Attendance at this conference is a grant requirement.

PART IV. The Application: Instructions, Review, and Funding Process

A. Application Format

To be considered for funding, each application must be submitted with the Standard Federal Forms (provided at the end of this announcement or through the electronic links provided) and following the guidance provided. The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by the terms and conditions of the grant award.

To be considered for funding, each applicant must submit one signed original and two additional copies of the application, including all forms and attachments, to the Application Receipt Point specified in the section titled **Deadlines** at the beginning of the announcement. The original copy of the application must have original signatures, signed in black ink.

The application must be typed, double spaced, printed on only one side, with at least 1/2 inch margins on each side and 1 inch at the top and bottom, using standard 12 Point fonts (such as Times Roman or Courier). Pages must be numbered and each copy must be stapled securely in the upper left corner.

Pages over the page limit stated with each priority area will be removed from the application and will not be reviewed.

All copies of an application must be submitted in a single package, and a separate package must be submitted for each priority area. The package must be clearly labeled for the specific priority area it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review.

B. Application Content

Each application must contain the following items in the order listed:

1. Application for Federal Assistance (Standard Form 424). Follow the instructions below and those that accompany the form.

In Item 5 of Form 424, include name, phone number, and, if available, email and fax numbers of the contact person.

In Item 8 of Form 424, check 'New.'

In Item 10 of Form 424, clearly identify the *Catalog of Federal Domestic Assistance* (CFDA) program title and number for the program for which funds are being requested as stated at the end of each priority area section. (Adoption Opportunities Grants, 93.652; Abandoned Infants, 93.551)

In Item 11 of Form 424, identify the single Priority Area the application addresses.

In Item 12 of Form 424, identify the specific geographic area to be served.

In Item 14 of Form 424, identify Congressional districts of both the applicant and project.

2. Budget Information Non-Construction Programs (Form 424A) and Budget Justification. Follow the instructions provided and those in the Uniform Project Description. Note that Federal funds provided to States and services or other resources purchased with Federal funds may not be used to match project grants.

BUDGET AND BUDGET JUSTIFICATION: Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424. Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

6a. PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary, grant salary, and wage rates. Do not include the costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

6b. FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, and taxes.

6c. TRAVEL

Description: Costs of project-related travel by employees of the applicant organization (does not include costs of consultant travel).

Justification: For each trip, show the total number of traveler(s), travel destination, duration of trip, per diem, mileage allowances, if privately owned vehicles will be used, and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

6d. EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

6e. OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to insurance, food, medical and dental costs (noncontractual), professional services costs, space and equipment rentals, printing and publication, computer use, training costs, such as tuition and stipends, staff development costs, and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

6f. INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately upon notification that an award will be made, develop a tentative indirect cost rate application based on its most recently completed fiscal year in accordance with the principles set forth in the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost applications may also request indirect costs. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed."

3. Certifications/Assurances. Applicants requesting financial assistance for nonconstruction projects must file the Standard Form 424B, 'Assurances: Non-Construction Programs.' Applicants must sign and return the Standard Form 424B with their applications. Applicants must provide a certification regarding lobbying when applying for an award in excess of \$100,000. Applicants must sign and return the certification with their applications.

Applicants must disclose lobbying activities on the Standard Form LLL when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form to report lobbying. Applicants must sign and return the disclosure form, if applicable, with their applications.

Applicants must make the appropriate certification of their compliance with the Drug Free Workplace Act of 1988. By signing and submitting the application, the applicant is providing the certification and need not mail back the certification with the applications.

Applicants must make the appropriate certification that they are not presently debarred, suspended or otherwise ineligible for an award. By signing and submitting the application, the applicant is providing the certification and need not mail back the certification with the applications.

If applicable, applicants must include a completed Form 310, Protection of Human Subjects.

If applicable, applicants must include a completed SPOC certification (Single Point of Contact) with the date of the SPOC contact entered in line 16, page 1 of the Form 424.

By signing the "Signature of Authorized Representative" on the SF 424, the applicant is providing a certification and need not mail assurances for completing the following grant and cooperative agreement requirements:

collection of data on individuals served; types of services provided; types and nature of needs identified and met and any other such information as may be required by ACYF;

compliance with all HHS regulations and procedures pertaining to confidentiality and careful handling of information on individuals, families and evaluation data; and, obtaining informed consent;

participation in any evaluation effort supported by ACYF;

submission of all required reports in a timely manner, in recommended formats (to be provided), and that the final report will also be submitted on disk or electronically using a standard word-processing program; and,

attendance of a key staff person from the project at an annual 3-5day grantees' meeting (to be determined by the Children's Bureau) in Washington, D.C.

The Office for Human Research Protections of the U.S. Department of Health and Human Services provides website information and policy guidance on the Federal regulations pertaining to protection of human subjects (45 CFR 46), informed consent, informed consent checklists, confidentiality of personal identification information, data collection procedures, and internal review boards: <http://ohrp.osophs.dhhs.gov/polasur.htm>.

4. Project Abstract/Summary (one page maximum). Clearly mark this page with the applicant name as shown on item 5 of the Form 424, identify the competitive grant Priority Area and the title of the proposed project as shown in item 11 and the service area as shown in item 12 of the Form 424. The summary description should not exceed 300 words.

Care should be taken to produce an abstract/summary that accurately and concisely reflects the proposed project. It should describe the objectives of the project, the approach to be used and the results or benefits expected. As stated in the UPD, a **PROJECT SUMMARY/ABSTRACT** should "Provide a summary of the project description (one page or less) with reference to the funding request."

5. Project Description for Evaluation. Applicants should organize their project description by the evaluation criteria described in each priority area and provide specific information that addresses all the components of each evaluation criterion.

C. State Single Point of Contact (E.O. 12372)

Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. The OMB list of SPOCs is included in Part IV section B below and available online. Submit a copy of the SPOC response, if available, with your application. Adoption Opportunities program applicants are not required to submit their applications to SPOCs.

D. The Paperwork Reduction Act of 1995 (Public Law 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139 which expires 12/31/2003.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

E. Screening, Review and Funding Process

When the Operations Center receives your application it will be screened to confirm that your application was received by the deadline. Federal staff will verify that you are an eligible applicant and that the application contains all the essential elements. Applications received from ineligible organizations and applications received after the deadline will be withdrawn from further consideration.

A panel of at least three reviewers (primarily experts from outside the Federal government) will use the evaluation criteria described in this announcement to evaluate each application. The reviewers will determine the strengths and weaknesses of each application, provide comments about the strengths and weaknesses and give each application a numerical score.

All applications will be reviewed and evaluated using four major criteria: (1) objectives and need for assistance, (2) approach, (3) organizational profiles, and (4) budget and budget justification. Each criterion has been assigned a point value that may vary from one priority area to another. The point values (summing up to 100) indicate the maximum numerical weight each criterion may be given in the review and evaluation process.

Reviewers also are evaluating the project products and materials that you propose. They will be interested in your plans for sustaining your project without Federal funds if the evaluation findings are supportive. Reviewers will be looking to see that the total budget you propose and the way you have apportioned that budget are appropriate and reasonable for the project you have described. Remember that the reviewers only have the information that you give them – it needs to be clear, complete, and concise.

The results of the competitive review are a primary factor in making funding decisions. In addition, Federal staff conducts administrative reviews of the applications and, in light of the results of the competitive review, will recommend applications for funding to the ACYF Commissioner. ACYF reserves the option of discussing applications with other funding sources when this is in the best interest of the Federal government. ACYF may also solicit and consider comments from ACF Regional Office staff in making funding decisions. ACYF may take into consideration the involvement (financial and/or programmatic) of the private sector, national, or State or community foundations; a favorable balance between Federal and non-Federal funds for the proposed project; or the potential for high benefit from low Federal investment. ACYF may elect not to fund any applicants having known management, fiscal, reporting, programmatic, or other problems which make it unlikely that they would be able to provide effective services or effectively complete the proposed activity.

With the results of the peer review and the information from Federal staff, the Commissioner of ACYF makes the final funding decisions. The Commissioner may give special consideration to applications proposing services of special interest to the Government and to achieve geographic

distributions of grant awards. Applications of special interest may include, but are not limited to, applications focusing on unserved or inadequately served clients or service areas; programs addressing diverse ethnic populations; and projects that address the special initiatives.

Successful applicants will receive a Financial Assistance Award which will set forth the amount of funds granted, the terms and conditions of the grant or cooperative agreement, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided, if applicable, and the total project period for which support is contemplated. The Grants Management Office issues the award notice.

The Commissioner will notify organizations in writing when their applications will not be funded. Every effort will be made to notify all unsuccessful applicants as soon as possible after final decisions are made.

Grants will be reviewed in late spring and summer 2002. Grant awards will be made no later than September 30, 2002.

PART V. Assurances and Certifications

A. Other Forms, Assurances, and Certifications

Standard Form 424: Application for Federal Assistance

Standard Form 424A: Budget Information

Standard Form 424B: Assurances—Non-Construction Programs

Certification Regarding Debarment

Certification Regarding Drug-Free Workplace

Form LLL: Disclosure of Lobbying

Certification Regarding Environmental Tobacco Smoke

Standard Form 310: Protection of Human Subjects

State Single Point of Contact (SPOC) Listing (SPOC is not required for Adoption Opportunities applicants)

All forms are available online at: <http://www.acf.hhs.gov/programs/ofs/form.htm>.

The SPOC listing is available on line at <http://www.whitehouse.gov/omb/grants/spoc.html>.

Date: April 4, 2002

/sig/ Joan E. Ohl

Joan E. Ohl

Commissioner

Administration on Children, Youth and Families